



# Bullitt County Public Schools

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**TO:** Dr. Jesse Bacon, Superintendent *JB*  
Mrs. Adrienne Usher, Assistant Superintendent  
Ms. Becky Sexton, Assistant Superintendent

**FROM:** Althea Hurt, Director of Human Resources *AH*

**DATE:** July 8, 2021

**RE:** Item for the July Board Meeting - 2021-2022 BCPS Administrator Handbook

Attached please find the Administrator Handbook for the 2021-2022 school year. This handbook will be used as a resource to help new administrators navigate through their tasks and responsibilities. Although this tool does not contain all the information a new principal will need, it is an essential resource and a starting point for questions they may have. It will also be used as a resource for the approved Bullitt Principal Internship Program (BPIP). It has been reviewed and revised by current BCPS administrators. This handbook will be shared with all BCPS principals and directors.

Attachments: 2021-2022 BCPS Administrator Handbook

# Administrator Handbook

2021-2022



## Welcome to Bullitt County Public Schools!

We are excited to have you on our team as an administrator!

This handbook is a tool to help you navigate through your way of life in BCPS. Although this tool does not contain all information you will need, it is an essential resource and a starting point for your questions. Please feel free to call your Director or colleagues for clarifying information and/or advice.

## A

**\*ABRI** ~ See PBIS

*"Academic and Behavioral Response to Intervention" - This Kentucky Department of Education Project is focused on developing training and technical assistance in the basics of effective instruction and classroom management that formulate the universal level of PBIS and RTI in the school and classroom. ABRI is structured to provide state-wide access to support with the emphasis on creating an infrastructure toward sustainability and capacity building within schools and educational cooperatives. The goal is both to increase capacity in Kentucky and to evaluate academic and social outcomes for students across the state.*

*(ABRI Schools as of 2018/2019: LBJ, BES, OES, MWES, SES, CES, & ZMS)*

**\*Accident Forms** ~ If a child is injured, then an accident form needs to be completed that day, signed by the principal, and faxed or scanned to Betsy Nutt.

*Contact: Betsy Nutt, Secretary to the Superintendent*

**\*AESOP** ~ All employees enter their absences in this program. Subs select the jobs from the program. All employees with extended days must also document the days in AESOP. Any type of leave taken should also be documented in AESOP. Whereas **teachers work 7.25 hours per day, all certified administrators** (ex: the Superintendent, directors, principals, assistant principals, counselors, and school psychologists, etc...) **work a basic 8 hours per day** If you need any assistance, contact Tammie Collins in the HR Department.

*Contact: Tammie Collins, Human Resources Secretary  
Kelsey Bailey, Secretary for Certified Personnel  
Nicole Harvey, Payroll Supervisor*

**\*Annual Days** ~ 240-day administrators earn five (5) annual days per school year which are **days off** work and count in your 53 extended days.

**\*ARC Meetings** – Prior to acting as an ARC Chairperson, administrators must participate in ARC Chairperson Training facilitated by a designee from the Special Education Department. The district has three (3) ARC Chairpersons assigned to the elementary schools to conduct ARC meetings for the principals and one (1) ARC Chairperson is assigned to the middle schools. The high schools have an identified ARC Chairperson in their Special Education Department. In the event that there is not an ARC Chairperson assigned and available, special education teachers should schedule ARC meetings with you as the Chairperson. You will need to be present for the full ARC meeting and follow guidelines from your ARC Chairperson training.  
Middle School Assistant Principals routinely serve as ARC Chairs.

*Contact: Troy Kolb, Director of Special Education*

**\*Asbestos** ~ There may be a file on asbestos in your office. This is important to know as you may be asked to produce it for an inspection. Please ask the former principal or your school secretary for this information so you will know where it is kept before someone asks to see it.

*Contact: Edwin Oyler, Director of Buildings & Grounds*

**\*Assessment** ~ Multiple assessments, both state-required and district level, are given throughout the year. Check with your Director on specific required assessments. Throughout the year, you will lead your staff in disaggregating the data to facilitate school improvement.

*Contact: Jan Stone, Director of Assessment, Data & Research*

**\*Assistance Plan** ~ For details, please read the **Assistance Plan** section in the approved BCPS **Certified Personnel Evaluation Plan**. Key issues to remember:

**An Assistance Plan** is a plan created by the employee **with** the direct **assistance** from the evaluating administrator. The evaluating administrator **will help** to identify professional staff, services, and/or resources and materials available to the employee to **assist the employee in correcting the specified deficiency**. A specific timeline for improvement will be established. Conferences with the employee will take place and a **written summary of each meeting will be given to the employee**.

## **B**

**\*Blood Borne Pathogen (BBP) Training** ~ All employees must attend a training or complete the online training once a year.

*Contact: Lesa Howell, District Health Coordinator*

**\*Board of Education Meetings** ~ Meetings are held the fourth Monday of each month at 5:00 p.m. at the Central Office. If you have an item on the agenda, please make sure your area director can fully speak on your behalf or you will need to be present.

*Contact: Betsy Nutt, Secretary to the Superintendent*

**\*Buildings/Grounds** ~ You are not permitted to alter your building or grounds without approval of the Director of Buildings and Grounds and/or the Board of Education.

*Contact: Edwin Oyler, Director of Buildings & Grounds*

**\*BCEA (Bullitt County Education Association)** ~ This is also known as the Teachers' Union. We work very well with our BCEA President and encourage you to welcome her support. Bullitt County Board of Education and BCEA have an agreed upon Teacher Contract. You will receive a copy of the current contract. It may be located on the district website as well.

*Contact: Kim Ludwig, BCEA President and BCHS Part-time Math Teacher*

**\*Budget** ~ Work with your bookkeeper in regards to all budgets and spending for the school. **Follow the Redbook because it is the law!** Your budget's funds may include Title I, Title 2, PD, ESS, Textbook, etc.

*Contact: Lisa Lewis, Director of Finance*

**\*Bullitt Days** ~ There are seven (7) Bullitt Days scheduled throughout the school year. These days are dedicated to collaborative teams working together through the PLC

process to increase student learning and build teacher collaboration. Principals are responsible for submitting their agendas the Thursday before each Bullitt Day to their immediate director. These days are not to be used for housekeeping and/or managerial purposes.

**\*Bullying Training** ~ All employees must complete the online training once a year.

*Contact: Sarah Smith, Director of Safe and Drug-Free Schools*

**\*Buses** ~ Do not permit anyone to change a child's transportation plan without written permission from parent/guardian.

Principals need to support the bus drivers with discipline issues in a timely manner.

*Contact: Tony Roth, Director of Transportation*

## C

**\*Certification** ~ All teachers must be certified in the area for which they are teaching.

You can verify their areas of certification via the EPSB website under the KECl link. (See EPSB for more details.) "Alt-Cert" is the short version of "alternate certification" which permits an individual with a college degree to obtain a teaching position while enrolled in an education program on the path to attaining a teaching certificate.

*Contact: Althea Hurt, Director of Human Resources  
Kelsey Bailey, Secretary for Certified Personnel*

**\*CEP (Certified Evaluation Plan)** ~ Each year, the Board approves the CEP which is used to guide our evaluation process for certified employees. This information will be shared with you from the Human Resources department and/or your Director. The district's Certified Evaluation Committee (aka 50/50 Committee: 50% Administrators & 50% teachers) develops the plan along with the HR Director.

*Contact: Althea Hurt, Director of Human Resources*

**\*Chromebooks** ~ All BCPS students should have a district Chromebook. Teachers are to utilize Chromebooks and Google for instructional purposes. Broken or lost Chromebooks are reported to the principal whom then must notify central office. For instructional assistance, contact the Technology Integration Specialists.

*Contact: Kevin Fugate, Director of Technology*

**\*Coaching Positions** ~ Please see Extra-Duty Positions and Paraprofessional Coaching Positions in this handbook for details.

*Contact: Kelsey Bailey, Human Resources Secretary*

**\*CCR (College and Career Readiness)** ~ See Transition Ready

**\*Collaborative Teams** ~ Each PLC is organized into a series of high-performing collaborative teams which meet on a regular (weekly) basis to focus on student learning. A team is a group of people working *interdependently* to achieve a *common goal*, for which members are held *mutually accountable* (DuFour, DuFour, Eaker, & Many, 2006. *Learning by Doing: A Handbook for Professional Learning Communities at Work*. Bloomington, IN: Solution Tree). Collaborative teams are the fundamental building blocks of PLCs.

(<http://www.allthingsplc.info/blog/view/23/whatsquos-the-difference-between-a-plc-a-collaborative-team-and-a-task-force>)

*Contact: Adrienne Usher, Assistant Superintendent for Student Learning  
Rachelle Bramlage-Schomburg, Director of Middle & High School Education  
Patrick Durham, Director of Elementary Education*

**\*Communication** ~ The district has established the following standards and limits for communication in BCPS:

- School-wide and district-wide electronic communications can be sent through Infinite Campus Messenger (ICM), the Quick Access App, social media, You Tube channels, etc. Some schools may also use Remind 101, Dojo, or other apps.
- Notification of a Hard Lockdown will be transmitted through ICM, but will simply be a detailed message.
- Health alerts, such as discovery of lice, bedbugs, or other public health issues will be sent via targeted ICM and hard copy.
- Notification of Soft Lockdowns will be left to the discretion of the principal depending on the situation.
- Bus changes, accidents, or late buses will be transmitted through ICM or via phone as the situation dictates.
- Notification of drug sweeps being conducted at a school will be transmitted through ICM.
- School principals are encouraged to maintain and use social media accounts for the school.
- Between the times of 30 minutes before school starts and 15 minutes after school starts, teachers' main focus will be the instruction and supervision of students. Teachers will not be available for drop-in visits, telephone calls, or immediate responses to email, which includes transportation changes. All such communications must be routed through the school office.
- **Teachers will respond to all email messages within 24 hours** - either during their regular planning time or immediately after school dismissal time.
- **Administrators will make every effort to respond to all email and phone messages within 24 hours.**

- Teachers are strongly encouraged to make two positive phone calls or send two positive postcards each week of school.
- Classroom newsletters should be created on a Google Doc or a similar document and posted to the teacher's web page.
- Lesson plans are created each week for the following week and posted to the teacher's web page.
- Teachers are encouraged to use the student planners for two-way communication with parents regarding particular student issues (positive or corrective).

\***Comprehensive School Improvement Plan (CSIP)** ~ Committee of teachers and administrators develop/revise the CSIP each year to address areas needing improvement.

*Contact: Adrienne Usher, Assistant Superintendent for Student Learning,  
Rachelle Bramlage-Schomburg, Director of Middle & High School Education  
Patrick Durham, Director of Elementary Education*

\***Confidentiality Training** ~ There is a FERPA training that is mandatory for all staff on Sarah's Safe Schools online training list everyone has to do

*Contact: Sarah Smith, Director of Safe Schools*

\***Contracts** ~ All employees work under a yearly contract. Classified employees may not work more or less days/hours than noted in their contracts. Administrators and non-tenured teachers are on a limited contract which is a year-to-year basis. Tenured teachers are on a continuing contract. Contracts are sent via TalentEd Records to be signed electronically.

*Contact: Kelsey Bailey, Secretary for Certified Personnel  
Carly McClintock, Secretary for Classified Personnel*

\***Copyright Laws** ~ It is illegal to show movies for entertainment, for profit, as a reward, etc. If a movie is shown to students, it must be tied into the curriculum and instruction, thus educationally relevant.

*Contact: Digital Learning Coaches*

\***Corrective Action Plan (CAP)** ~ For details, please read the **Corrective Action Plan** section in the Certified Personnel Evaluation Plan.

Key issues to remember:

- A **Corrective Action Plan (CAP)** is necessary when a significant deficiency in work performance is recurring AND may have an adverse effect on continuing employment. A CAP is written by the immediate *supervisor (in consultation with*

*the Director.*) The CAP is intended to provide a plan for you as the building leader to help the employee improve to acceptable levels of performance.

- **You and your Director** will meet with the employee when placing him/her on the Corrective Action Plan (CAP). (Director, Principal, and employee must sign off on the plan at the end of each meeting.
- Follow up with the plan and make sure you provide the opportunities for growth outlined in the CAP. Timelines are critical.

*Contact: Rachele Bramlage-Schomburg, Director of Middle & High School Education  
Patrick Durham, Director of Elementary Education*

\***Court System** ~ Truancy may need to be addressed through the court system.

*Contact: Ruth Esterle, Director of Pupil Personnel*

\***Custodians** ~ Your custodian works all year long. You must request a sub custodian through our Director of Buildings and Grounds.

*Contact: Edwin Oyler, Director of Buildings & Grounds*

\***Customer Service** ~ Our students are our clients! Everyone who walks through our doors is a customer. Let's offer top-notch service!

## D

\***Dead Period** ~ The Superintendent designates two weeks each summer as a Dead Period. During this time, school offices are only open in the mornings which provides principals the remainder of the day to work without interruptions. An answering machine must be utilized to receive messages. This is a great time to utilize non-contract days for a vacation. ☺

\***Deadlines** ~ Meet all deadlines. Do not turn anything in late. Prioritize your work to meet deadlines.

\***Directors** ~ Contact your director if you need to be out of your building for more than an hour or two. Always let them know when you need to take leave of any type. **Patrick Durham** is the direct supervisor of all elementary principals while **Rachele Bramlage-Schomburg** is the direct supervisor of all middle and high school principals. Utilize these two experts by asking for advice, guidance, suggestions, etc.

\***Discipline** ~ Grid of levels may be found in Student Code of Conduct book. Be consistent and be fair! All discipline needs to be entered into Infinite Campus accurately and in a timely manner.

Contact: Sarah Smith, Director of Safe and Drug-Free Schools

**\*Documentation ~ If it isn't written, it didn't happen.**

**\*Drills ~** Conduct drills in a manner that minimizes loss of instructional time. These are to be completed each year:

▪ Fire – 11 (2 within first 2 weeks of schools then one per month)	▪ Bus – 4 (1 within the first full week of school)
▪ Earthquake – 2 (1 within first 30 days of school and 1 in January)	▪ Bomb Threat – 2 (1 within first 30 days of school and 1 in January)
▪ Tornado – 2 (1 within first 30 days of school and 1 in January)	▪ Hard lockdown – 2 (1 within first 30 days of school and 1 in January)

Contact: Sarah Smith, Director of Safe and Drug-Free Schools

**\*Donations – As of November 1, 2019.**

Upon review of the upcoming changes in Redbook, small donations under \$250.00 need to be kept at the school level, and a Redbook form for donations needs to be filled out and kept in your audit box. If you have donations over \$250.00, please complete the appropriate donation form in Redbook and send to Jackie Roth. (*The revised Redbook changed on November 1, 2019.*) In the past schools were required to report at the \$500 level. This is now \$250. Effective immediately, the district will begin utilizing the \$250 threshold. The current policy will be revised to reflect the changes. Also, at least annually, the district is required to report all donations to the board. When the audit boxes are sent to the district, Jackie Roth will gather all donation forms from the audit boxes and report them to the board then put them back into the audit box.

Contact: Jackie Roth, Grant Writer,  
Rachelle Bramlage-Schomburg, Director of Middle & High School Education  
Patrick Durham, Director of Elementary Education

**\*Dress Code ~** All administrators are expected to dress professionally. While this does not require shirts and ties for men or dresses for women, the Superintendent does expect administrators to be dressed as professionals. Principals may determine the dress code for school employees. Many principals permit jeans to be worn on Fridays but not every day. They should stand out as the professionals in the building.

## E

**\*EILA Hours ~** Administrators must have **21 hours per year** in order to maintain certification. Your certificates of attendance must be uploaded into our **PL Tracker** (*aka PL Track*) online. You will collect EILA credit for Evaluation training and Evaluation Calibrations. If you attend an educational conference, you may count six hours of the conference for EILA hours, however, you must have documentation of attendance.

Contact: Althea Hurt, Director of Human Resources  
Tammie Collins, Human Resources Secretary

**\*Education Professional Standards Board (EPSB)** ~ Valuable website! Links to utilize include:

- KECI – Kentucky Educator Certification Inquiry – type in a teacher’s name and you can check his/her area(s) of certification, tests taken, permissions, etc.

Your EPSB log-in information changes every 60-90 days, so you may need to write your username and password in a hidden area for you to access. ☺

**\*Email Distribution Lists** ~ To email large groups of BCPS employees, you will find that we have distribution lists created. To email all BCPS elementary principals, type Bullitt Co EL Prin in the “To” portion of your email and the list should pop up for you. If not, you may type in [abcesp@bullitt.kyschools.us](mailto:abcesp@bullitt.kyschools.us) for elementary school principals, [abcmisp@bullitt.kyschools.us](mailto:abcmisp@bullitt.kyschools.us) for middle school principals, and [abchsp@bullitt.kyschools.us](mailto:abchsp@bullitt.kyschools.us) for high school principals.

**\*Emergency Leave** ~ Full-time employees shall be entitled to three (3) days of emergency leave with pay each school year. Persons employed for less than a full year contract shall receive a prorated portion of the authorized emergency leave days calculated to the nearest ½ day. Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized emergency leave day’s equivalent to their normal working day. Emergency leave shall be granted for the following reasons:

- Bereavement ~ Death of a relative or personal friend.
- Disasters ~ Personal disasters of the magnitude of tornadoes, fires, floods, etc. (This applies only in cases not covered by sick leave).
- Court/Legal ~ Appearances as a witness or to produce documents when the employee’s presence is required by subpoena. This is not to include appearances in actions in which the employee is a party and the subpoena is obtained by or on behalf of the employee. This also does not include jury duty. (See Policy 03.2237).
- Other ~ Such other reasons of an emergency or extraordinary nature as approved by the Superintendent or designee.
- Request for Leave ~ Emergency leave must be requested through the Superintendent or designee who will determine if the leave requested meets the Board’s criteria.
- Affidavit ~ Persons taking emergency leave must file a personal affidavit upon their return to work stating the specific reasons for their absence.
- Accumulation ~ Emergency leave days not taken during the school year shall not accumulate.

**\*\*Emergency leave** may be granted in half-day increments.

**\*eProve** ~ The state platform which contains all CSIP and CDIP documents.

**\*Evaluations** ~ Purpose: To ensure our students are taught by superior teachers.

Training: Initial training is required before an administrator can conduct observations of certified personnel (12 hours). You must have six hours of update training in certified personnel evaluations each year. The district will offer at least three of these six hours (*See the current Certified Evaluation Plan*).

*Contact: Althea Hurt, Director of Human Resources*

**\*Events** ~ Email Andrea Rock a listing of all evening, weekend, and summer events taking place in your building so she can control the temperature setting. You do not want a cold building during the winter if you have hundreds of students and family members there for a family night.

The email to Andrea should be submitted at least two (2) business days in advance of the event and must include the date(s), start/end times and area of the school to be used. When a large crowd is expected for areas such as gymnasiums, it is advisable to include such information in the email so that adjustments can be made if necessary.

*Contact: Andrea Rock, Energy Auditor*

**\*Extended School Services (ESS)** ~ Daytime waiver must be approved each spring by KDE.

*Contact: Adrienne Usher, Assistant Superintendent for Student Learning  
Stephanie Bonnet, Assistant Finance Director*

**\*Extra-Duty Positions** ~ There are numerous extra-duty positions to be posted and hired in each school. A list of these positions is available on the Finance website. Included in this list, you will find coaching positions. If a coaching candidate does not meet the criteria to be hired as a substitute teacher (in order to serve as a coach), then he/she may be hired via the Paraprofessional Coach route. Please contact Kelsie Bailey or Tammie Collins for more information. Administrators, Counselors, Instructional Coaches, and district-level Consultants may not serve as coaches or club sponsors.

Steps for posting extra-duty positions:

1. The Principal will post the vacancy online via TalentEd Recruit & Hire for 5 days.
2. Staff members will apply via TalentEd Recruit & Hire.
3. The Principal will interview candidates and select the one she/he wishes to serve in the position.

4. The Principal will recommend the person for the position via TalentEd Recruit & Hire.
5. Kelsey Bailey or Carly McClintock will send an email to the Principal with the hire date of the individual. The person may begin working once this email has been received.

ESS Daytime Waiver positions need to be posted via TalentEd Recruit & Hire.

Principals, please continue to work with the Assistant Director of Finance, Stephanie Bonnet, to budget the number of hours and days for all positions funded by a grant before creating a posting. This will help keep you within your budget.

Near the end of the school year, we will send a list of your extra-duty positions and names of the employees holding each position. You will then notify us if you wish to keep the individuals in the positions or if changes will be made. **A letter of resignation from an extra-duty position will be needed for anyone who will not maintain the position for the following school year.** If you choose to non-renew an individual for an extra-duty position, you will need to notify Kelsey Bailey and we will deliver a non-renewal letter to the individual. *The deadline for the delivery of non-renewals is May 15 of each year.*

*Contact: Carly McClintock, Secretary for Classified Employees  
Kelsey Bailey, Secretary for Certified Personnel  
Tammie Collins, Human Resources Secretary (Substitutes/Guest Teachers)*

## F

**\*Faculty Meetings** ~ No more than 15 faculty meetings per year per teacher contract. Best Practice is to set a common day (ex: every Tuesday after payday Friday) and to focus on instructionally relevant information. Nuts and bolts issues should be shared with teachers weekly in an electronic memo.

**\*Fair Labor Standards Act** ~ Classified employees are paid on an hourly basis so they must only work their contracted hours. They cannot donate time or volunteer in their contracted jobs. If a classified employee is hired as a coach or assistant coach, he/she may not work more than 40 hours per week total (BCPS position and coaching position combined).

*Contact: Lisa Lewis, Director of Finance*

**\*Family Medical Leave Act** ~ This can be confusing! If an employee is off work for more than three consecutive days due to a serious illness, caring for an ill family member, birth or adoption of a child, then she/he must be placed on FMLA. FMLA is unpaid leave. The employee must use sick leave concurrently which permits her/him to maintain benefits (insurance). Paperwork must be completed by a doctor.

Contact: Freda Holderman, Insurance Coordinator

**\*Feeder Schools** ~ BCPS schools are community-based schools meaning our students attend school in the area in which they live and progress from elementary to middle to high school in a feeder pattern.

<u>Central Area</u>	<u>East Area</u>	<u>North Area</u>
Cedar Grove EL	Crossroads EL	Brooks EL
Lebanon Junction EL	Mt. Washington EL	Freedom EL
Nichols EL	Old Mill EL	Maryville EL
Roby Elementary EL	Pleasant Grove EL	Overdale EL
Shepherdsville EL		
Bernheim Middle	Eastside Middle	Hebron Middle
Bullitt Lick Middle	Mt. Washington Middle	Zoneton Middle
Bullitt Central High	Bullitt East High	North Bullitt High

**\*Field Trips** ~ District buses can be utilized between 9:00 – 1:45. If a trip will take longer, commercial transportation must be used. Field trips must be instructionally relevant and address content standards. Board approval is required for: (see policy 09.36)

1. Use of commercial carrier
2. Overnight travel
3. Out-of-state travel

All field trip requests must be submitted electronically which will flow from the Principals, to Directors, and then to the Assistant Superintendent for Student Learning for approval. *(Please call LAN/WAN Engineer to be set up on the T.R.I.P. software.)*

**\*Fire Marshall** ~ Know where your binder of fire alarm inspections is kept. Make sure all items are at least 18” from the ceiling throughout your building. Teachers tend to stack boxes/containers on top of cabinets so they must be aware of the 18” rule.

Contact: Edwin Oyler, Director of Buildings & Grounds

**\*Food** ~ Todd Crumbacker is the Director of School Nutrition Services for the district. All questions relating to your cafeteria and food programs should be directed to Todd.

Contact: Todd Crumbacker, Director of School Nutrition Services

## G

**\*Google Docs** ~ You will find that all administrators and teachers are using Google Docs via their Chromebooks.

**\*Guest Teachers** - AKA Substitute Teachers – Must have a minimum of 64 semester hours to qualify. Contact Tammie Collins in the HR department for more information.

Contact: Tammie Collins, HR Secretary – Guest Teacher/Substitute Coordinator

## H

**\*Harassment Training** ~ All staff must be trained annually concerning harassment and how/when to report.

Contact: VACANT, Title IX Coordinator/Social Worker

**\*Head Start/Early Head Start Program** ~ Head Start is the educational program for three-year-olds who qualify for the program. Qualifying children may be included in your preschool class with four and five-year-olds or may be in a separate Head Start classroom in one of our elementary schools. Early Head Start is the educational program for children from birth to age three. Brooks Elementary is our only site for this age group. Head Start employees are employees of OVEC.

Contact: Annemarie Landry, District Preschool Coordinator; and Patrick Durham

**\*Highly Qualified (HQ)** ~ All teachers must be certified to teach in the areas/subjects for which they are employed. You can call Kelsey Bailey in the HR Department or check the KYEPSB site for certification information. (Contact the HR Department concerning Emergency Certifications.)

Contact: Althea Hurt, Director of Human Resources

**\*Hiring Process** ~ (Certified)

1. The principal shall review applications via the online system, checking that applicants have the appropriate certification for the vacant position.
2. The Principal shall determine which applicants s/he wishes to interview and email those names to Kelsey Bailey in the HR Department. Kelsey will seek approval from Althea Hurt, Director of HR.

*NOTE: Per BCEA Contract, Article XVIII-Personnel Procedures, Section B, the two most senior certified employees applying for a vacancy will be eligible for an interview in the area of the employee's certification level provided that the employee is not currently on a corrective action plan. The **BCEA Interview Response Form** must be completed and submitted to the Human Resources Department.*

3. Kelsey will recheck certification of applicants via EPSB KECI link and review the online applications. After approval from the HR Director, Kelsey will notify the Principal in writing which applicants may be interviewed. The Principal shall retain a copy of the written notification for his/her records.

4. The individual candidate who is selected through consultation with the school-based council (*if the school has one*) is submitted to the Superintendent or designee for employment via the online application system.
5. HR department checks certification again and processes the recommendation.
6. Official hire is complete once Becky Sexton, Assistant Superintendent for Support Services, approves the recommendation.
7. Kelsey contacts the new employee to complete necessary paperwork. Most paperwork is completed via the online records system. The new employee will have to make an appointment to complete the required background check (*including fingerprinting*) through the state IDEMIA system. The HR Department will provide instructions and a code for the employee to use when scheduling the appointment via the state's online system. The employee's badge would be made in the BCPS Central Office.

\*An alt cert applicant may be selected rather than a fully certified applicant if determined to be the best candidate for the position.

\*An employee may not begin working until he/she and the principal have received written notification.

**\*\*See Classified and Certified Hiring Checklists and Procedures at end of handbook\*\***

\*All applicants for **Principal positions** will be screened by a Screening Committee. (*The committee members are chosen by the school's current SBDM Principal Selection Committee if applicable*). The HR Director is also a member of the Principal Screening Committee. The Screening Committee will present a final report to the Principal Selection Committee.

\* Applicants requested to be interviewed for an **Assistant Principal position** will be screened by the HR Director. The information will then be communicated to the Principal/hiring official.

\***HVAC** ~ This is your heat and air system. For energy conservation purposes, the temperature is controlled electronically from the Maintenance Department. It is important to communicate with Andrea Rock for any evening, weekend, or summer events in order for her to schedule the appropriate temperature for the events.

Contact: Andrea Rock, Energy Auditor

**\*Incident Reports** ~ You must submit an incident report to Betsy Nutt at Central Office within 24 hours of any incident involving law enforcement or emergency agencies, major disturbances at school or school events, or other situations which may cause negative publicity to the district.

*Contact: Betsy Nutt, Secretary to the Superintendent*

**\*Infinite Campus** ~ Infinite Campus is the student information system that we use to track student data. It is very important that Infinite Campus be kept up to date and accurate. All state reports are taken from here. We track KEES, ESS, Safe Schools, Gifted and Talented, FRYSC, TEDS, Homeless, ESL, Special Ed, Health, and Pre-School Information in Infinite Campus. All scheduling and attendance is done here as well.

*Contact: Tammy Tomes, Student Information System Data Coordinator*

**\*Instructional Coaches** ~ Instructional coaches are district-wide employees that work alongside teachers to improve the capacity of teachers. They should not be assigned to duties such as field trips, dismissal, hall duty, covering classes, etc. Instructional coaches are assigned to schools and evaluated by the Assistant Superintendent of Student Learning.

**\*Instructional Expectations** ~ District instructional norms are to be implemented in all classrooms (PreK-12), by all teachers that are research-based and best practices.

**\*Instructional Feedback Tool** ~ The monitoring tools utilized by principals and district leadership provide teachers with feedback for growth in the areas of community, communication/engagement, questioning/discourse and assessment/feedback. The feedback is expected to be provided to teachers in a timely manner.

*Principals and district leaders conduct Eleot Walkthroughs to monitor student engagement. The Danielson Framework is utilized for teacher evaluations.*

**\*Interview Questions** ~ A bank of standardized interview questions has been developed and shall be used in your pursuit of securing highly effective teachers. Questions for specific positions are available on Recruit & Hire – Document Library. *Contact the HR Department if you need additional interview questions.*

## **J**

**\*Jobs** ~ TalentEd Recruit & Hire is our online application system and it is the only way to apply for any position in the district. You will work through this system to review applicants and to document interest, interviews, offers extended, recommendation of employment, etc.

*Contact: Kelsey Bailey, Secretary for Certified Personnel  
Carly McClintock, Secretary for Classified Personnel*

## K

\***Kentucky Association of School Councils (KASC)** ~ The go-to place for SBDM questions. They have a conference for you and your Council to attend each Fall. During the year, your Council should systematically review SBDM policies and make revisions if needed.

*Contact: Becky Sexton, Assistant Superintendent for Support Services*

\***Kentucky Teacher Intern Program (KTIP)** ~ **This program is SUSPENDED at this time due to state budget constraints.** (When in operation and state-funded, new teachers and any teacher who moves into Kentucky with only one year of teaching experience must complete the KTIP process.) **BCPS has implemented the THRIVE Academy for new teachers. (See THRIVE Academy.)**

*Contact: Kelsey Bailey, Secretary for Certified Personnel*

## L

\***LEAD Report** ~ The LEAD Report is completed twice a year for KDE. All teachers **must** be legally certified to teach the grade/subject they are teaching.

*Contact: Kelsey Bailey, Secretary for Certified Personnel*

\***Leadership Team Meetings (LTM)** ~ These meetings are held every other week according to the schedule. Principals, Directors, Coordinators, Assistant Superintendents, and the Superintendent attend these meetings. Calendar invites will be sent out. You are expected to attend and be on time. If your absence is unavoidable, contact your direct supervisor and send someone as your delegate (ex: Assistant Principal, Instructional Coach, or Counselor).

*Contact: Adrienne Usher, Assistant Superintendent for Student Learning*

\***Lesson Plans** ~ All teachers are expected to have daily lesson plans per district policy 08.212.

*Contact: Student Learning Department*

\***Login Information** ~ Contact the following individuals for login information:

- Infinite Campus – Tammy Tomes
- MUNIS – Stephanie Bonnett
- AESOP/Veritime – Tammie Collins
- Phone System – Kevin Fugate
- Security Cameras – Kevin Fugate/Angie Troutman
- School Security Features – Kevin Fugate and Director of Buildings & Grounds

**M** \***Mail** ~ We do not have a mail service in BCPS so each school is responsible for picking up mail at the Central Office. You may have an office employee who drives by the Central Office each day so he/she may be your courier, or you may choose to do it yourself. Please remember that mail is in two locations at the Central Office: in the east stairwell of first and second floors of the building. Schools utilize expandable folders to transport the mail to/from schools. It is important that schools deliver and/or pick up mail DAILY.

\***Maintenance** ~ If your custodian cannot solve a maintenance problem/issue, then a work order needs to be completed. These are submitted electronically via the BCPS website. Only custodians and principals are permitted to create a work order.

*Contact: Edwin Oyler, Director of Buildings & Grounds*

\***MUNIS** ~ This is the state-mandated computer software program we use for all financial information for the district. This is the venue to approve purchase orders. Bookkeepers and principals work together on the purchase order process.

*Contact: Lisa Lewis, Director of Finance  
Kären Weaver, Account Clerk*

**N** \***National Board Certified Teacher (NBCT)** ~ Teachers with this certification must be teaching in their area of certification at least 50% of the time or they will not receive the stipend.

*Contact: Kären Weaver, Account Clerk*

\***Non-Contract Days** ~ These are basically your VACATION days. You will be notified of the specific number of days each year. Notify your direct supervisor before taking non-contract days and record the day(s) on your **administrative leave sheet**.

\***Nurses** ~ We have five nurses working district-wide. If you have a specific need for a student, please contact the nurse assigned to your school or the coordinator.

*Contact: Lesa Howell, Health Services Coordinator*

**O** \***Overtime** ~ Overtime may only be approved by Assistant Superintendent Becky Sexton and is **not typically approved**.

\***Open Enrollment** ~ There is an open enrollment for full-time employee benefits once a year. Freda Holderman coordinates this with a person from each school. The Principal

is responsible for making sure every **full-time** employee complies with the instructions and is enrolled.

*Contact: Freda Holderman, Insurance Coordinator*

\***OVEC** ~ The Ohio Valley Educational Cooperative provides support to 14 districts which includes Bullitt. They are located in Shelbyville.

## **P**

\***Paraprofessional Coaching Positions** ~ If a coaching candidate does not meet the criteria to be hired as a substitute teacher (in order to serve as a coach), then he/she may be hired via the Paraprofessional Coach route. Please contact Tammie Collins for more information.

*Contact: Tammie Collins, Human Resources Secretary*

\***Personal Leave** ~ Full-time employees shall be entitled to three (3) days of personal leave with pay each school year. Persons employed full-time for less than a full year contract shall receive a pro-rated part of the authorized personal leave days calculated to the nearest half-day.

- **Approval** ~ The Superintendent or designee must approve the leave date, **but no reason shall be required for the leave.** Approval shall be contingent upon the availability of qualified substitute employees. Those employees making earliest application shall be given preference.
- **Affidavit** ~ Employees taking personal leave must file a personal affidavit on their return to work stating that the leave was personal in nature.
- **Accumulation** ~ On June 30, personal leave days not taken during the current school year shall be transferred and credited to the employee's accumulated sick leave account.

\*Personal leave may be granted in half-day increments.

\***Key Issue** ~ **Prior approval is important so that you will be able to keep personal leave within 5% on any given day.**

\***Police/EMS** ~ If you must call the police, EMS, or other emergency entity, then you need to notify the Central Office. Complete an Incident Report form and send it to the Superintendent's Secretary – as soon as practical.

*Contact: Betsy Nutt, Superintendent's Secretary*

\***Pony Mail** ~ We do not have a mail service in BCPS so each school is responsible for picking up mail at the Central Office. ~See Mail~

**\*PBIS (Positive Behavioral Intervention & Support)** ~ This is a district-wide program used to support students to improve their social, emotional, and academic outcomes.

*Contact: Sarah Smith, Director of Safe and Drug-Free Schools*

**\*Preschool Bus Monitors** ~ Principals post, interview, and hire preschool bus monitors to pick up preschool students for school.

**\*Professional Learning Hours** ~ ALL certified teachers are required to complete **24 hours** of professional learning in order to complete the required minimum school term. If the teacher is employed for less than a minimum school term, then the amount of professional learning required is prorated. **This is true even if the teacher is one who has already retired and is returning to work.** As principal, you need to approve all professional learning activities **before** teacher attendance at learning opportunities via the PL tracker (*aka PL Track*). Also, it is **your responsibility as the Principal to verify that each certified teacher has the required hours of professional learning by the end of the school year. If an employee does not complete the required number of PL hours, then his/her pay will be docked.**

Professional learning hours required will be determined by the month in which teachers are hired.

- Hired in August, September, October = 24 Hours
- Hired in November, December, January = 18 Hours
- Hired in February, March, April = 12 Hours
- Hired in May = 6 Hours

*Contact: Adrienne Usher, Superintendent for Student Learning  
Tammie Collins, Human Resources Secretary*

**\*Professional Growth Plans (PGP)** ~ Every certified employee must have a PGP (consisting of at least one Professional Growth Goal). You must review it each year with the employees to determine if the goal has been achieved or if it needs to be revised/continued. If achieved, a new plan shall be developed.

*Contact: Althea Hurt, Director of Human Resources*

**\*Professional Learning Communities (PLC) Process** ~ We refer to the school or district -- the larger organization -- as a PLC. Our definition of a PLC is: *Educators committed to working collaboratively in ongoing processes of collective inquiry and action research in order to achieve better results for the students they serve. PLCs operate under the assumption that the key to improved learning for students is continuous, job-embedded learning for educators.* (DuFour, DuFour, Eaker, Many. 2006. *Learning by Doing: A*

*Handbook for Professional Learning Communities at Work*. Bloomington, IN: Solution Tree)

(<http://www.allthingsplc.info/blog/view/23/whatsquos-the-difference-between-a-plc-a-collaborative-team-and-a-task-force>)

*Contact: Student Learning Department*

\***PTA/PTO** ~ PTA is a national organization which requires dues to be paid to the national organization. They do offer support for you. PTO is based at the school level and no national dues are required. There is no support offered.

~ PTA/PTO funds are totally separate from the school funds so PTA/PTO officers do not have to purchase from the bid list. They must have their own Federal ID number and Tax-Exempt Number. The PTA/PTO officers make decisions as a group, not one individual making decisions.

\***Public Relations** ~ You are the PR Director of your school. Get out there and meet your parents, volunteers, and community members. Understand your community outside of the building – get out there, know it, and know the expectations. **Be visible!**

## R

\***Records Retention Log** ~ You do not need to, and should not, keep everything forever. Files and other paperwork accumulate quickly and should be kept in a systematic way so that you can destroy files each year, based upon the legal ability to do so. The Retention Log guides you to what files must be kept for a specific amount of years and tells you when you may destroy the files. The Retention Log may be found on the finance portion of the BCPS website. **(SBDM files must be kept forever – never destroy them.)**

*Contact: Brittney Ashby, Account Clerk II*

\***Redbook Training** – The Redbook contains laws and regulations in regards to finances of your school. We must follow these laws. The Director of Finance will provide a yearly Redbook training for principals and bookkeepers. One key part of the Redbook is that money must go to the bank any and all days that there is more than \$100. Administrators must take the money to the bank, not bookkeepers.

*Contact: Lisa Lewis, Director of Finance  
Kären Weaver, Account Clerk*

\***Reports** ~ School activity reports need to be submitted monthly to Finance. The Principal's signature is required.

*Contact: Brittney Ashby, Account Clerk II*

# S

**\*Safety Plans** ~ You must update your school's plan each year. All staff members need to be trained and aware of their roles in the event of a disaster/emergency.

*Contact: Sarah Smith, Director of Safe and Drug-Free Schools*

**\*School Based Decision Making (SBDM)** ~ The purpose of a SBDM Council is to improve student achievement. The Council is made up on one chairperson (you), three teachers, and two parents.

- At your first meeting, the Council sets a regular meeting schedule with dates and times (*ex: last Monday of each month at 4:15 p.m.*). Do not change or cancel meetings unless absolutely necessary. Public notice of meetings is required at least 24 hours prior to the meeting. You may fax the year's list of meeting dates and times to the Pioneer News.
- Special meeting agendas may not be amended.
- Initial training for a Council member is six hours. You must attend update training each year for three hours. The district offers these opportunities or you may obtain the training at the KASC conference in Louisville in September.
- **All SBDM records must be kept forever. Do not destroy anything!**

*Contact: Becky Sexton, Assistant Superintendent for Support Services*

**\*Security** ~ You should have an alarm system in your building. Make sure to set this each night and monitor it as needed. Train your staff on the importance of NEVER leaving building doors propped open with items in the doors to keep them from closing.

**\*Search and Seizure Procedures** ~ You must have *reasonable suspicion* to search a student, a witness **must** be present and **must not** be done in the presence of other students. If illegal or inappropriate items are found, secure the items and contact law enforcement **if appropriate**. Complete the Chain of Custody Report form and send to Sarah Smith.

*Contact: Sarah Smith, Director of Safe and Drug-Free Schools*

**\*Seclusion and Restraint** ~ The use of physical restraint and seclusion by school personnel is permitted when a student's behavior poses an imminent danger of serious physical harm to self or others. This is governed by regulation [704 KAR 007:160](#) and BCPS Policy 09.2212. All schools must have a Core Response Team of staff trained in Safe Crisis Management. All school staff must be made aware of who is on the Core Response Team on Opening Day and must be reflected on the Opening Day Agenda. (It should be noted that the use of Prone and Supine physical restraints is not permitted.) The District Behavior Consultant is the primary district trainer for Safe Crisis

Management. All staff must complete the online training module “Restraint and Seclusion (Promoting Positive Behavior)” through the Safe Schools website.

*Contact: Troy Kolb, Director of Special Education*

*Cory Hall, District Behavior Consultant*

*Sarah Smith, Director of Safe and Drug-Free Schools*

**\*Sick Leave Bank** ~ Upon receipt by the Superintendent of a signed statement of intent, any employee may participate in the sick leave bank. The commitment to participate in the bank must be made during the month of August of any school year or at time of employment.

- **Contributions** ~ Each employee who is a member shall contribute one (1) of his/her sick days to the bank. The day, once contributed to the bank, becomes the property of the bank and may not be reclaimed by the employee except as specified in this policy. Only employees who are members of the sick leave bank shall be eligible to draw on the sick leave bank. Members may not designate contributed sick leave days to be used by an individual or groups of individuals.

If the balance in the bank is less than fifty (50) days, the bank shall be opened for re-enrollment of participating members. At that time, a donation of an additional sick day will be necessary from current members of the sick leave bank to continue membership in the bank.

**Eligibility** ~ After an employee has exhausted all of his/her accumulated sick leave and other available paid leave days, he/she may draw on the sick leave bank when he/she is sick as per policy 03.1232. Exhaustion of earned emergency leave days shall not be required, if the event or occurrence generating the basis for the employee’s request from the Sick Leave Bank does not satisfy Policy 03.1236.

Sick bank requests shall be no more than fifteen (15) days per application. The maximum number of sick leave days any participant may receive during any year (July 1 through June 30) is thirty (30) days. The maximum number of days any participant may receive as a result of any one (1) or the same illness or accident during two (2) or more consecutive years (July 1 through June 30) is sixty (60) days. Sick leave bank days shall be taken in whole day units only with a minimum of five (5) day per approved request. Bank members shall be ineligible to make bank requests for purposes of maternity except in cases involving complications. Grants of sick leave from the Sick Leave Bank shall not be made to any member for the purpose of undergoing elective surgery or during any period the member is receiving disability benefits from Social Security, the State Teachers Retirement Plan or receiving Workers Compensation payments.

- **Accumulation** ~ Unused days in the bank shall accumulate without limit.

- Administration ~ A sick leave bank committee composed of three (3) representatives elected by and from the participating members shall be formed. Two (2) committee members shall be elected to serve a two (2) year term of service and one (1) elected to serve a one (1) year term of service. The committee's responsibilities shall include, but not limited to, electing officers, filling unexpired terms of committee members, and determining eligibility criteria for use of bank days. Sick leave bank committee members shall not rule on an application of their own or of a relative.
- Discontinuation ~ In the event the Board discontinues the bank, all employees who are members of the bank at the time of discontinuation shall remain members without additional contributions until all days in the bank are exhausted.
- Affidavit ~ Employees claiming sick leave must file a personal affidavit OR a certificate from a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill.
- Reinstatement ~ Employees who resign or whose employment is terminated because of inadequate program funding shall have their unused sick leave reinstated, provided they are re-employed by the District within two (2) calendar years of the effective date of resignation or termination.

**\*Sick Leave** ~ All full-time personnel shall be entitled to one (1) day of sick leave with pay for each month employed. Persons employed for less than a full contract year shall receive a prorated portion of the authorized sick leave days calculated to the nearest half day. Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day.

- Accumulative ~ Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the employee to whom they were granted.
- Definition ~ Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.
- Family Illness/Mourning ~ Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee's immediate family. Immediate family shall mean employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law, sons-in-law, brother and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

- Transfer of Sick Leave ~ Employees coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.
- Sick Leave Donation Program ~ Under procedures developed by the Superintendent, employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days. Employees are eligible to receive donated days if they meet the criteria established in procedures. Any sick leave not used shall be returned in a proportionate/pro-rated basis to employees who donated days.

\*\*Sick leave may be granted in half-day increments.

**\*Social Media** ~ Principals are expected to utilize social media outlets, such as, Facebook, Twitter, Instagram, Remind, Infinite Campus, etc., to communicate with the school and parent community. **All social media account creations have to be approved through the technology department.**

*Contact: Kevin Fugate, Director of Technology  
Digital Learning Coaches*

**\*Staff Handbook** ~ You may create a staff handbook for your school. Ask principal colleagues for copies of their handbooks so you can glean ideas.

**\*Substitute Teachers** ~ Make an effort to refer to them as your **"Guest Teachers."** Welcome them. Help them. Treat them well so they will want to return to your building. At times, we may not have enough subs available to cover all teacher absences in the district. When this happens, you have to be creative with staff already in your building and you may spend time teaching on that day. Create a rotation schedule so that the same people are not "over utilized."

*Contact: Tammie Collins, Human Resources Secretary*

**\*Substitutes for Classified Employees** ~ Principals must send an email to Tammie Collins in the HR Department recommending the individual for a specific job or for multiple positions. (Ex: "I recommend Susie Q be hired as a substitute lunchroom monitor and substitute preschool bus monitor.") Classified positions that are eligible for subs include lunchroom monitor, preschool and special education bus monitors, preschool, kindergarten and special education instructional assistants, cook/bakers, and bus drivers.

*Contact: Tammie Collins, Human Resources Secretary*

**\*Suicide Prevention** ~ All employees with job duties requiring direct contact with students grades six (6) through twelve (12) shall annually complete a minimum of one hour of high quality suicide prevention training, including the recognition of signs and symptoms of possible mental illness. All middle and high school students must receive information about suicide prevention and crisis numbers by **September 15** of each year.  
*Contact: Sarah Smith, Director of Safe and Drug-Free Schools*

**\*Supervision** ~ If an event is being held at/in your building, then you or another administrator must be present.

## T

**\*TalentEd Perform** – This is the system used for **personnel evaluations**. All forms pertaining to evaluation of certified and classified employees are housed in this system.

*Contact: Kelsey Bailey, Human Resources Secretary for Certified Personnel*

**\*TalentEd Records** ~ This is the system we use for our electronic **personnel files**. Employees complete all new hire paperwork as well as employee contracts electronically via this system.

**\*TalentEd Recruit & Hire** ~ Our online application process is the only way to apply for any position in the district. You will work through this system to review applicants and to document interest, interviews, offers extended, recommendation of employment, etc.

*Contact: Kelsey Bailey, Secretary for Certified Personnel  
Carly McClintock, Secretary for Classified Personnel*

**TaskHub** ~ This is an online application that lets you see only the tasks that apply to you and your school, keeping the clutter to a minimum.

<https://drive.google.com/file/d/1TqJ6e1AJXfjoeFlwms-1bFiaaBQpxMZw/view?usp=sharing>

*Contact: Betsy Nutt, Secretary to the Superintendent*

**\*Technology** ~ If your STC cannot solve a technology problem/issue, then a work order needs to be completed. These are submitted electronically via the BCPS website. Only STCs and principals are permitted to create a work order.

*Contact: Kevin Fugate, Director of Technology*

**\*Temperature** ~ Email Andrea Rock a listing of all evening, weekend, and summer events taking place in your building so she can control the temperature setting. You do

not want a cold building during the winter if you have hundreds of students and family members there for a family night.

The email Andrea should be submitted at least two (2) business days in advance of the event and must include the date(s), start/end times and area of the school to be used. When a large crowd is expected for areas such as gymnasiums, it is advisable to include such information in the email so set point adjustments can be made if necessary.

*Contact: Andrea Rock, Energy Auditor*

**\* THRIVE Academy** - Bullitt County Public School's Teacher Mentor Program.  
**(BCPS THRIVE Interns are: Teachable, Honorable, Reflective, Innovative, Versatile, & Enthusiastic)**

*Contact: Adrienne Usher, Assistant Superintendent for Student Learning*

**\*Title I** ~ All BCPS-eligible Title I schools received additional federal funding to create a Title 1 School-wide Program (SWP). All Title 1 plans are required to be aligned with CSIPs and the ten components of a school-wide program.

*Contact: Adrienne Usher, Assistant Superintendent for Student Learning*

**\*Transfers (Students)** Please contact the DPP office to discuss student transfers.

*Contact: Ruth Esterle, Director of Pupil Personnel*

**\*Transfers (Certified Employees)**

Per BCEA Contract, Article XVIII-Personnel Procedures, Section B, the two most senior certified employees applying for a vacancy will be eligible for an interview in the area of the employee's certification level provided that the employee is not currently on a Corrective Action Plan. **The BCEA Interview Response Form** must be completed and submitted to the Human Resources Department.

*Contact: Kelsey Bailey, Human Resources Secretary for Certified Personnel*

**\*Transition Readiness** ~ See the College and Career Handbook for transition readiness information. Click on link below.

[College and Career Handbook](#)

**\*Transportation** ~ Do not permit anyone to change a child's transportation plan without written permission from a parent/guardian. Principals need to support the bus drivers with discipline issues in a timely manner.

*Contact: Tony Roth, Director of Transportation*

**U** \***Utility Shut-Off Valve** ~ It is important for you to know where this valve is in your building. Ask your custodian to show you the valve and how to shut it off in case of an emergency.

**V** \***Veritime** ~ This is our web-based time and attendance management system. It is in place to ensure employees are paid with the appropriate wage calculation and improve tracking of employee attendance. Login information may be obtained from the classified payroll clerk. Principals need to sign off on Veritime every two weeks verifying that all employee time and attendance is correct.

*Contact: Nicole Harvey, Payroll Supervisor*

\***Visibility** ~ Be out in your building, not in your office, as that is where the kids are. Talk with students and adults. Observe in classrooms. Participate in the learning.

**W** \***Websites** ~ Keep your school site updated regularly. You may utilize the School Public Information extra-duty position for managing all social media sites for the school. Teachers should also keep their websites updated regularly. Lesson plans shall be posted weekly.

\***Workers' Compensation (aka Workers' Comp)** ~ If **any** employee is injured during the work day, then he/she must complete the appropriate forms and these forms must be submitted to the HR Department within 24 hours of the accident. The principal signs the form as well.

*Contact: Tresa Payton, Human Resources Secretary*

\***Work Orders** ~ You or someone in your building must complete work orders for items needing to be addressed or repaired in the areas of maintenance and technology.

*Contact: VACANT, Director of Buildings and Grounds  
Kevin Fugate, Director of Technology*

**Y** \***Year End** ~ Make sure all invoices have been submitted to Finance by June 30 for General Fund expenses (Fund 1). Any funds remaining at that time revert to the district budget so spend on your students before the deadline.

*Contact: Joy Brown, Accounts Payable*

\*YMCA ~ Most BCPS elementary schools provide space for the YMCA to offer before and after-school programs for students. The workers will need access to your building as they open at 6:00 a.m. and close at 6:00 p.m. As principal of the building, work with the site director for a mutually rewarding environment.

Contact: *Patrick Durham, Director of Elementary Education*

**Z**

\*ZZZZZZs ~ Catch some every day! You will need to sleep to function as a principal!

## **Certified Hiring Checklist and Procedures**

\_\_\_\_\_ The Principal will request that a vacancy be posted. **See Form A below.**

*NOTE: Per BCEA Contract, Article XVIII-Personnel Procedures, Section B, the two most senior certified employees applying for a vacancy will be eligible for an interview in the area of the employee's certification level provided that the employee is not currently on a corrective action plan. The **BCEA Interview Response Form** must be completed and submitted to the Human Resources Department.*

\_\_\_\_\_ The Principal shall review applications via Talent Ed checking that applicants have the appropriate certification for the vacant position.

\_\_\_\_\_ The Principal shall determine which applicants he/she wishes to interview and email those names to the HR Secretary for Certified personnel, who will then communicate with the Director of Human Resources for approval.

\_\_\_\_\_ The HR Secretary for Certified personnel shall check certification of applicants via the Education Professional Standards Board/Kentucky Educator Certification Inquiry (EPSB KECI) link and review the applications online. After approval by the Superintendent/designee, the Secretary will notify the Principal which applicants may be interviewed via an Interview Memo from the Director of Human Resources. The Principal shall retain a copy of the memo for his/her records.

Note:

Applicants receiving Alternative Certification may be interviewed if a letter is attached to the online application from the university verifying current acceptance in an Alternative Certification program.

\_\_\_\_\_ See Form A for Hiring Process in Talent Ed.

### **Certified Procedures**

- The individual candidate who is selected through consultation with the School-Based Council (if the school has one) is submitted to the Superintendent for employment.
- The Human Resources staff shall recheck the applicant's certification and process the recommendation.
- The name of the selected candidate is placed on a personnel activity report and sent to the Superintendent for his/her signature.
- Upon signature by the Superintendent, the employment becomes official and the personnel activity report of personnel action is submitted to the Board of Education at the next regularly scheduled meeting.
- The HR secretary will call the new hire to schedule a time to visit the HR Department to complete all paperwork and to send him/her to receive a physical exam.

## Certified Hiring Form A

### Requisitions:

- \_\_\_\_\_ To request that a position be posted, you select **Tools** then **Requisitions**.
- \_\_\_\_\_ Select **New Requisition**. Anything with a red star must be filled in.
- \_\_\_\_\_ When you get to the description of the posting, you will see above the posting the option to select a template. We have available templates in ABC order which you can click on and it will insert a description for you.
- \_\_\_\_\_ Under the budgeting information, insert the days per year and under working hours insert the hours per day. You must indicate which employee is being replaced if applicable in order for the Director of Finance to approve the requisition.

### Schedule Interviews:

- \_\_\_\_\_ Click on the folder button out to the right-hand side of the applicant's name under Application Manager.
- \_\_\_\_\_ Click the interview tab at the top then select Schedule an Interview and fill out the form to set up the interview. If you have already completed the interview, you will need to go to interview results and schedule the interview there. If you are wanting the system to email and request an interview for a specific time, you fill out the Applicant Self Schedules.

### Hiring Process:

- \_\_\_\_\_ Once you have conducted your interviews, it is time to rate them. Under the interview tab you will select Add Interview Results. (On the next page just leave the interview survey as none unless you did create a survey you wanted to use and hit next.) You will rate the interviews on this page for each candidate that you interviewed.
- \_\_\_\_\_ On the candidate you are recommending, select Add a Recommendation (down toward the bottom of the page). This step is only for the person you are recommending. You will hit this button and fill out the small form that pops up. This will come by email to the Human Resources Team.

## **Classified Hiring Checklist and Procedures**

- \_\_\_\_\_ The Principal will request that a vacancy be posted. *See Form A for instructions.*
  
- \_\_\_\_\_ The Principal shall review applications via Talent Ed, checking that applicants have the appropriate qualifications for the vacant position.
  
- \_\_\_\_\_ The Principal shall determine which applicants he/she wishes to interview and email those names to the HR Administrative Assistant for Classified personnel, who will seek approval from the Director of Human Resources.
  
- \_\_\_\_\_ The HR Administrative Assistant for classified personnel or the Director of Human Resources shall check qualifications of applicants and review the online application. After approval by the Superintendent/designee, the Administrative Assistant will notify the Principal which applicants may be interviewed via an Interview Memo from the Director of Human Resources. The Principal shall retain a copy of the memo for his/her records.
  
- \_\_\_\_\_ See Form A for Hiring Process in Talent Ed.

### **Classified Procedures**

- The individual candidate who is selected through consultation with the School-Based Council (if the school has one) is submitted to the Superintendent for employment.
- The Human Resources staff shall recheck the applicant's qualifications and process the recommendation.
- The HR Administrative Assistant for Classified personnel will call the new hire to schedule a time to visit the HR Department to complete all paperwork and to send him/her to receive a physical exam.
- The name of the selected candidate is placed on a personnel activity report and sent to the Superintendent for his/her signature.
- Upon signature by the Superintendent, the employment becomes official and the personnel activity report of personnel action is submitted to the Board of Education at the next regularly scheduled meeting.

### **Classified Hiring**

## Form A

### **Requisitions:**

- \_\_\_\_\_ To request that a position be posted you will go to **Tools** then **Requisitions**.
- \_\_\_\_\_ Select **New Requisition**. Anything with a red star has to be filled in.
- \_\_\_\_\_ When you get to the description of the posting, you will see above the posting the option to select a template. We have available templates in ABC order that you can click on and it will insert a description for you.
- \_\_\_\_\_ Under the budgeting information, insert the days per year and under working hours, submit the hours per day, the Director of Finance will need to know who it is replacing if it is a replacement position before she/he can approve.

### **Schedule Interviews:**

- \_\_\_\_\_ Click on the folder button out to the right-hand side of the applicant's name under Application Manager.
- \_\_\_\_\_ Click the interview tab at the top then select Schedule an Interview and fill out the form to set up the interview. If you have already completed the interview, you will need to go to interview results and schedule the interview there. If you are wanting the system to email and request an interview for a specific time, you fill out the Applicant Self Schedules.

### **Hiring Process:**

- \_\_\_\_\_ Once you have conducted your interviews, it is time to rate them. Under the interview tab select Add Interview Results. (On the next page just leave the interview survey as none unless you did create a survey you wanted to use and hit next.) You will rate the interviews on this page for each candidate that you interviewed.
- \_\_\_\_\_ On the candidate you are recommending, select Add a Recommendation to Hire (down toward the bottom of the page). This step is only for the person you are recommending You will hit this button and fill out the small form that pops up. This will come by email to the Human Resources Team.