

CLAS SHEET

EMPLOYEE HANDBOOK

2025-2026





2025/2026

DISTRICT ADMINISTRATION OFFICE

6165 W. Highway 146

Crestwood, KY 40014

(Ph): (502) 241-3500 (Fax): (502) 241-3209

Claudette Herald - Superintendent of Oldham County Schools

Niki Brown - Assistant Superintendent for Support Services

Dr. Dylan Smith - Assistant Superintendent for Student Learning

Lori Webb - Director of Communications

Kerri Alexander - Chief Finance Officer

Eric Davis - Director of Student Services

Michael Williams - Director of Pupil Personnel

Katie Garrett - Director of Personnel

Jeff Webb - Director of Transportation

Trey Greenwell – Director of Technology

Brent Bohannon - Architect/Director of Facilities Mgmt.

Carlina Wilson - School Nutrition Director

Matt Jacobson -High School Level Director

Jenna Daulton – Middle School Level Director

Liz Dant – Elementary School Level Director

Jennifer Hallas - Director of Specialized Academic Programming

Jaclyn Green – Director of Multi-Tiered System Supports

Mac MacWilliams - OCS Arts Center Director

Tamela Smallwood - Executive Assistant to the Superintendent

Kate Luxemburger – Administrative Assistant to the Assistant Superintendent for Support Services

Kristin Simon – Administrative Assistant to the Assistant Superintendent for Student Learning



SCHOOL DIRECTORY

Superintendent: Claudette Herald

ELEMENTARY SCHOOLS

PHONE#

Oldham County Preschool 4309 Brown Blvd. La Grange, KY 40031 Principal: Jessica Kasten	222-3700
Buckner Elementary 4307 Brown Blvd. La Grange, KY 40031 Principal: Richard Parrott	222-3712
Camden Station Elementary 6401 W. Highway 146 Crestwood, KY 40014 Principal: Dana Corsen	241-1271
Centerfield Elementary 4512 Centerfield Dr. Crestwood, KY 40014 Principal: Krista Mornar	241-1772
Crestwood Elementary 500 W. Highway 146 Crestwood, KY 40014 Principal: Margaret Feeley Lacy	241-8401
Goshen Elementary @ Hillcrest 12518 Ridgemoor Drive Prospect, KY 40059 Principal: Victoria Byrka	228-0101
Harmony Elementary 1901 S. Highway 1793 Goshen, KY 40026 Principal: David Fiorini	228-2228
Kenwood Station Elementary 6321 Veteran's Memorial Parkway Crestwood, KY 40014 Principal: Jenn Crase	241-1452
La Grange Elementary 500 W. Jefferson Street La Grange, KY 40031 Principal: Heather Thomas	222-9454
Locust Grove Elementary 1231 East Highway 22 Crestwood, KY 40014 Principal: Kristen Wilson	222-3521

MIDDLE SCHOOLS

PHONE#

East Oldham Middle School 1201 E. Highway 22 Crestwood, KY 40014 Principal: Craig Grimm	222-8480
North Oldham Middle 1801 S. Highway 1793 Goshen, KY 40026 Principal: Allison Steineker	228-9998
Oldham County Middle 4305 Brown Blvd. Buckner, KY 40010 Principal: Tim Caldwell	222-1451
South Oldham Middle 6403 W. Highway 146 Crestwood, KY 40014 Principal: Kendra Witak	241-0320

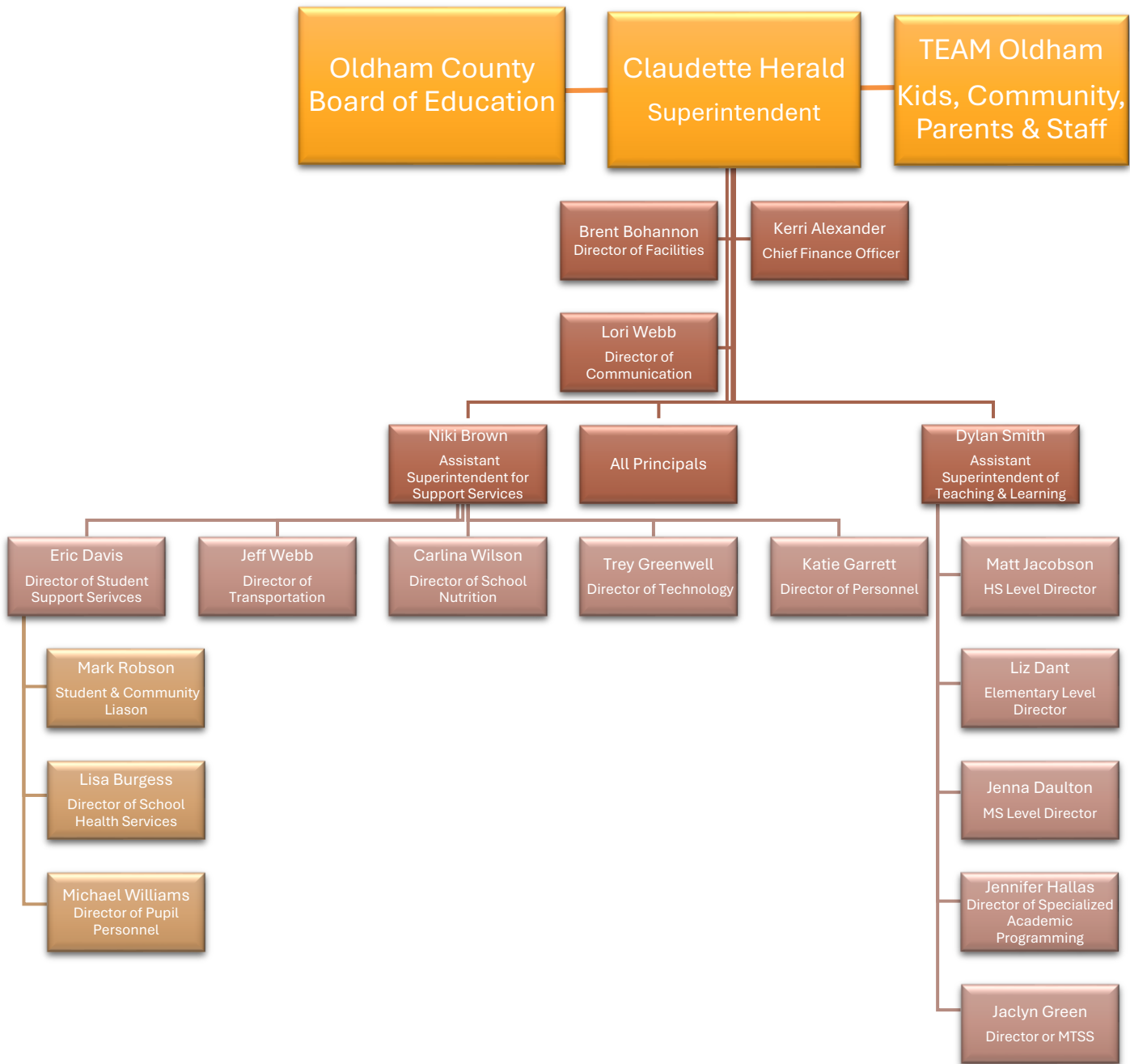
HIGH SCHOOLS

PHONE#

North Oldham High School 1815 S. Highway 1793 Goshen, KY 40026 Principal: Rush Sullivan	228-0158
Oldham County High 1150 North Highway 393 La Grange, KY 40031 Principal: Natalie Brown	222-9461
South Oldham High 5901 Veteran's Memorial Parkway Crestwood, KY 40014 Principal: Melissa Woosley	241-6681
Buckner High School 1350 N. Highway 393 La Grange, KY 40031 Principal: Beth Carter	222-3767
Arvin Education Center 1650 Colonels Drive La Grange, KY 40031 Principal: Matt Watkins	222-0132
CAPAA 7105 Floydsburg Road Crestwood, KY 40014 Administrator: Mac McWilliams	241-0618



Organizational Chart FY26





OLDHAM COUNTY SCHOOLS

2025-2026 DISTRICT CALENDAR

AUGUST

6-11 PD DAYS: NO SCHOOL
12 OPENING DAY FOR STAFF
13 FIRST DAY FOR STUDENTS
29 STAFF WORK DAY: NO SCHOOL

SEPTEMBER

1 LABOR DAY: NO SCHOOL
26 STAFF WORK DAY: NO SCHOOL

OCTOBER

20-24 FALL BREAK: NO SCHOOL

NOVEMBER

3 CONFERENCE DAY: NO SCHOOL
26-28 THANKSGIVING BREAK:
NO SCHOOL

DECEMBER

22-31 WINTER BREAK: NO SCHOOL

JANUARY

1-2 WINTER BREAK: NO SCHOOL
5 STAFF WORK DAY: NO SCHOOL
19 MLK JR DAY: NO SCHOOL

FEBRUARY

13 STAFF WORK DAY: NO SCHOOL
16 PRESIDENTS' DAY: NO SCHOOL

MARCH

13 STAFF WORK DAY: NO SCHOOL

APRIL

6-10 SPRING BREAK: NO SCHOOL

MAY

1 OAKS DAY: NO SCHOOL
22 LAST DAY FOR STUDENTS
25 MEMORIAL DAY
26 CLOSING DAY FOR STAFF

POSSIBLE MAKE UP DAYS (5)

MAY 26 MAY 29
MAY 27 JUNE 1
MAY 28

2025

JULY					AUGUST					SEPTEMBER				
M	TU	W	TH	F	M	TU	W	TH	F	M	TU	W	TH	F
	1	2	3	4					1	1	2	3	4	5
7	8	9	10	11	4	5	6	7	8	8	9	10	11	12
14	15	16	17	18	11	12	13	14	15	15	16	17	18	19
21	22	23	24	25	18	19	20	21	22	22	23	24	25	26
28	29	30	31		25	26	27	28	29	29	30			

OCTOBER					NOVEMBER					DECEMBER				
M	TU	W	TH	F	M	TU	W	TH	F	M	TU	W	TH	F
		1	2	3	3	4	5	6	7	1	2	3	4	5
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26
27	28	29	30	31						29	30	31		

2026

JANUARY					FEBRUARY					MARCH				
M	TU	W	TH	F	M	TU	W	TH	F	M	TU	W	TH	F
			1	2	2	3	4	5	6	2	3	4	5	6
5	6	7	8	9	9	10	11	12	13	9	10	11	12	13
12	13	14	15	16	16	17	18	19	20	16	17	18	19	20
19	20	21	22	23	23	24	25	26	27	23	24	25	26	27
26	27	28	29	30						30	31			

APRIL					MAY					JUNE				
M	TU	W	TH	F	M	TU	W	TH	F	M	TU	W	TH	F
		1	2	3					1	1	2	3	4	5
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26
27	28	29	30		25	26	27	28	29	29	30			

OPENING/CLOSING DAY (FOR STAFF) ■
PROFESSIONAL DEVELOPMENT DAY ■
FIRST/LAST DAY FOR STUDENTS ■
HOLIDAY ■
STAFF WORK DAY ■

CONFERENCE DAY ■
NON SCHOOL DAY ■
ELECTION DAY ■
MAKE-UP DAYS ■



OLDHAM COUNTY SCHOOLS

2026-2027 MAJOR BREAKS

OCTOBER 19 - 23, 2026

FALL BREAK

DECEMBER 21 2026 -

January 1, 2027

WINTER BREAK

MARCH 29 -APRIL 2, 2027

SPRING BREAK

2026

JULY					AUGUST					SEPTEMBER				
M	TU	W	TH	F	M	TU	W	TH	F	M	TU	W	TH	F
		1	2	3	3	4	5	6	7		1	2	3	4
6	7	8	9	10	10	11	12	13	14	7	8	9	10	11
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25
27	28	29	30	31	31					28	29	30		

OCTOBER					NOVEMBER					DECEMBER				
M	TU	W	TH	F	M	TU	W	TH	F	M	TU	W	TH	F
			1	2	2	3	4	5	6		1	2	3	4
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
26	27	28	29	30	30					28	29	30	31	

2027

JANUARY					FEBRUARY					MARCH				
M	TU	W	TH	F	M	TU	W	TH	F	M	TU	W	TH	F
				1	1	2	3	4	5	1	2	3	4	5
4	5	6	7	8	8	9	10	11	12	8	9	10	11	12
11	12	13	14	15	15	16	17	18	19	15	16	17	18	19
18	19	20	21	22	22	23	24	25	26	22	23	24	25	26
25	26	27	28	29						29	30	31		

APRIL					MAY					JUNE				
M	TU	W	TH	F	M	TU	W	TH	F	M	TU	W	TH	F
			1	2	3	4	5	6	7		1	2	3	4
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
26	27	28	29	30	31					28	29	30		

NON SCHOOL DAY ■



OLDHAM COUNTY SCHOOLS

Ignite Passion. Experience Excellence.

TO: Twelve Month Employees

FROM: Pupil Personnel

DATE: March 26, 2025

SUBJECT: Holidays for 2025/2026 School Year

Employee Holidays

The ten holidays for twelve-month staff for the 2025-26 school year are as follows:

July 4

September 1

November 27 & 28

December 24 & 25

December 31

January 1

January 19

May 25

There is one (1) non-work day for the 2025/2026 school year. November 26, 2025 will be the designated non-work day for all twelve month staff.



OLDHAM COUNTY BOARD OF EDUCATION PAY DATES FOR 2025/2026 SCHOOL YEAR

2025

JULY 15 TH 2025	TUESDAY
JULY 30 TH 2025	WEDNESDAY
AUGUST 15 TH 2025	FRIDAY
AUGUST 29 TH 2025	FRIDAY
SEPTEMBER 15 TH 2025	MONDAY
SEPTEMBER 30 TH 2025	TUESDAY
OCTOBER 15 TH 2025	WEDNESDAY
OCTOBER 30 TH 2025	THURSDAY
NOVEMBER 14 TH 2025	FRIDAY
NOVEMBER 28 TH 2025	FRIDAY
DECEMBER 15 TH 2025	MONDAY
DECEMBER 30 TH 2025	TUESDAY

2026

JANUARY 15 TH 2026	THURSDAY
JANUARY 30 TH 2026	FRIDAY
FEBRUARY 13 TH 2026	FRIDAY
FEBRUARY 27 TH 2026	FRIDAY
MARCH 13 TH 2026	FRIDAY
MARCH 30 TH 2026	MONDAY
APRIL 15 TH 2026	WEDNESDAY
APRIL 30 TH 2026	THURSDAY
MAY 15 TH 2026	FRIDAY
MAY 29 TH 2026	FRIDAY
JUNE 15 TH 2026	MONDAY
JUNE 30 TH 2026	TUESDAY

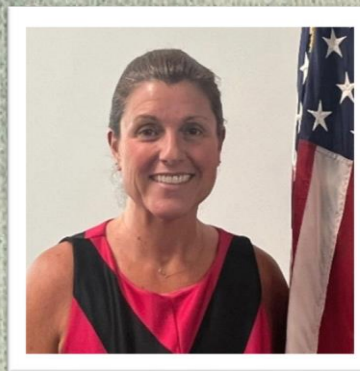
THE BOARD

Suzanne Hundley

Board Member

District 2

CA, CR, KW
SOMS, SOHS

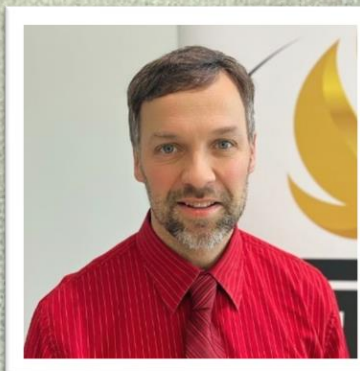


Adam Springer

Board Member

District 3

CA, CE, CR, LG
EOMS, SOMS



Dominic Cedillo

Board Member

District 4

BU, CE, LA, LG
EOMS, NOMS, OCMS
NOHS, OCHS



Carly Clem

Board Chair

District 5

BU, CE, GO, HA, KW, LA
NOMS, OCMS, SOMS
NOHS, OCHS, SOHS



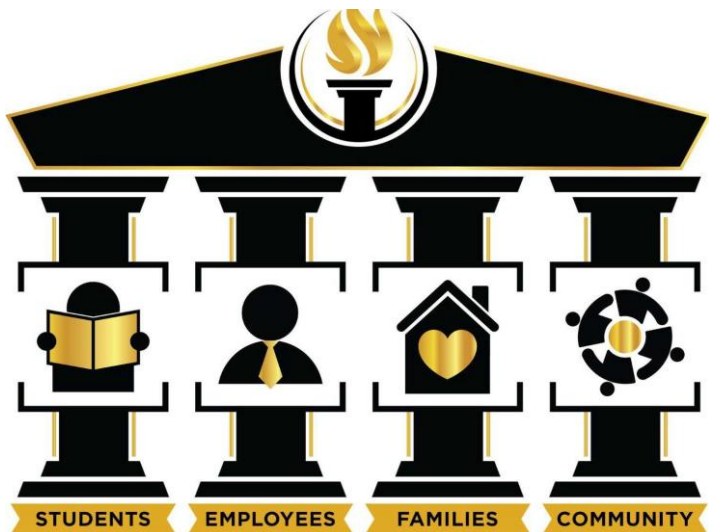
Allison Sheffer

Board Vice Chair

District 1

GO, HA NOMS NOHS





Students access learning in a safe and supportive learning environment, feel valued as individuals, and contribute to a culture of belonging where differences are accepted.

Students' experiences create future opportunities without limitations

Students are empowered to pursue passions, instilled with academic curiosity and encouraged to take an active role in their educational experiences

Students have access to innovative learning opportunities in world class facilities in academics, arts, and athletics

Employees feel valued as professionals and have a voice that contributes to a culture of collaboration

Employees experience a healthy work-life balance.

Employees have the resources and support to do what is best for all students

Employees access high quality professional learning and training with clear pathways to grow and advance within the organization

Families feel valued and engaged as a trusted partner in their child's academic journey beginning at birth.

Families have clarity around their child's progress P-12.

Families are connected to resources to support each child's individual needs and remove barriers to learning

Families are actively engaged in the educational experience

The community feels valued and engaged as an active partner to support our students and has multiple pathways to invest in our organization

The community is aware and informed through productive, two-way communication to engage and advocate for our district at the local and state level.

The community sees a clear return on investment that ensures Oldham County is a great place to live and work.

The community sees school and district staff leading and serving

FY26 Board Policies

The Oldham County Board of Education has transitioned to KSBA Policies and Procedures.

Please read related policy for Personnel (Section 3) on the OCS website.

Please access the OCS Policy and Procedure Manual for more information on the District Website:

Home - Oldham County Schools (kyschools.us)



OCS NEW CLASSIFIED EMPLOYEE BENEFITS

In order to be eligible for benefits, an employee must work 20 hours per week or an average of 80+ hours per month. The Personnel Office must receive a written recommendation from the building principal/director stating that the employee will be a permanent full-time employee.

- Ten (10) days Sick Leave for 9.5-month staff, eleven (11) days Sick Leave for 11-month staff, and twelve (12) days Sick Leave for 12-month staff per year (*unlimited accumulation*).
- Two (2) days Emergency Leave and three (3) days Personal Leave per year.
- \$15,000 OCBE-provided life insurance coverage.
- \$20,000 State-provided life insurance coverage. *This coverage is effective on the first day of the second calendar month following employees hire date.*

Effective Date of Coverage: _____

- Liability coverage for liability incurred during the scope and course of your employment, for the particular job classification.
- Workers' compensation insurance for job-related injuries.
- Unemployment insurance coverage.
- County Retirement – 5% of salary withheld; employees hired on or after September 1, 2008, will contribute an additional 1% (non-refundable) for the medical insurance fund, for a total contribution of 6%. Employers contribute at a rate determined by the local Board to maintain the financial soundness of the system. Employer contributions are not deposited in the employees' accounts.
- Social Security (6.2%) and Medicare (1.45%) of salary withheld, 7.65% of salary contributed by the Board. Classified employees qualifying for Kentucky Teacher Retirement System contributions do not contribute to and are not eligible for Social Security as a result of their Oldham County Board of Education employment.
- Employees working less than 12 months a year will be paid for the holidays according to the school year calendar.
- An Employee Assistance Program – Carelon Behavioral Health with 24/7 confidential support is available to all full- time OCS employees and their immediate families.

Carelon Behavioral Health

1-800-435-1986

www.carelonbehavioralhealth.com

- Health insurance as approved annually by the State of Kentucky.

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 • Revised February 2013

INITIAL EMPLOYMENT REQUIREMENTS

I have reviewed the Oldham County Schools' Classified Employee Handbook and agree to abide by the policies and procedures contained therein.

I understand that the Personnel Office will need to have any initial missing forms and my physical/drug screening results within 30 days of today.

I understand that any credit that may be granted for previous work experience will not be awarded until the verification of experience forms are received from previous employers.

It is my responsibility to call and schedule the appointment for the physical/drug screening as soon as possible. I understand that failure to complete the physical/drug screening within the 30-day period may be grounds for termination of employment.

PRINT NAME

SIGNATURE

DATE

(Office Use Only)

☐ Part-Time/Seasonal/Probationary

☐ Full-Time