



SCHOOL ADMINISTRATOR HANDBOOK

2026-2027

ABOUT THIS HANDBOOK

We're so glad to have you as a member of our district leadership team! Please use this handbook to provide basic guidance regarding topics or issues that might arise throughout the year. Should you need additional assistance, please don't hesitate to reach out to the appropriate individuals below.

IMPORTANT DISTRICT CONTACTS

Senior Leadership

Dr. Jesse Bacon, Superintendent

Dr. Adrienne Usher, Deputy Superintendent

Dr. Brandy Howard, Chief Academic Officer

Troy Wood, Chief Operations Officer

District Directors

Dr. Lee Barger, College & Career Readiness

Dr. Amy Allen Compton, Secondary Education

Todd Crumbacker, School Nutrition Services

Patrick Durham, Elementary Education

Kevin Fugate, Technology

Nate Fulghum, Title IX/Compliance

Megan Hatter, FRYSC & Grants

Dr. Althea Hurt, Human Resources

Stefanie Kleinholter, Communications

Troy Kolb, Special Education

Lisa Lewis, Finance

Daniel Mullins, Early Childhood & Specialized Learning

David Phelps, Transportation

Steve Smallwood, Pupil Personnel

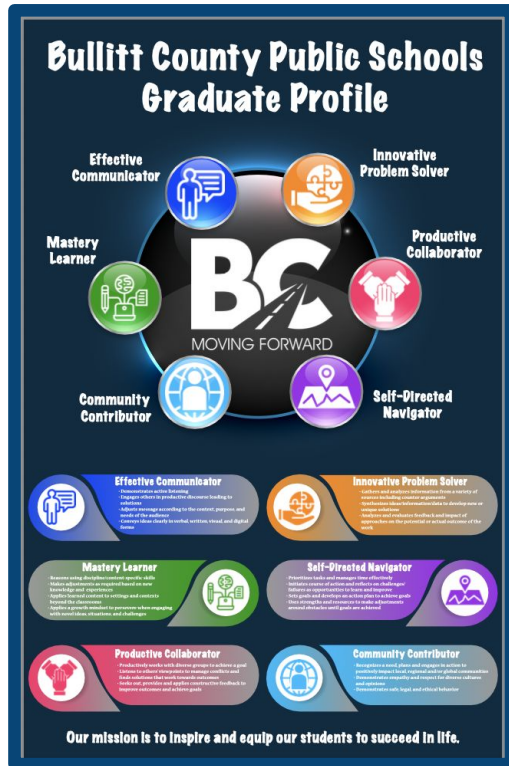
Sarah Smith, School Safety & Mental Health

Thomas Stokes, Facilities

Kim Willoughby, Nurses

Our Focus

Here in BCPS, our mission is to inspire and equip our students to succeed in life.



Our Graduate Profile

Effective Communicator
Innovative Problem Solver
Productive Collaborator
Self-Directed Navigator
Community Contributor
Mastery Learner



Our Core Values

Students Matter Most
Shared Accountability
Embrace Differences
Future Focused
Proactive Innovation
Service Before Self

Our Focus

Here in BCPS, our mission is to inspire and equip our students to succeed in life.



Our Accountability

Student Learning

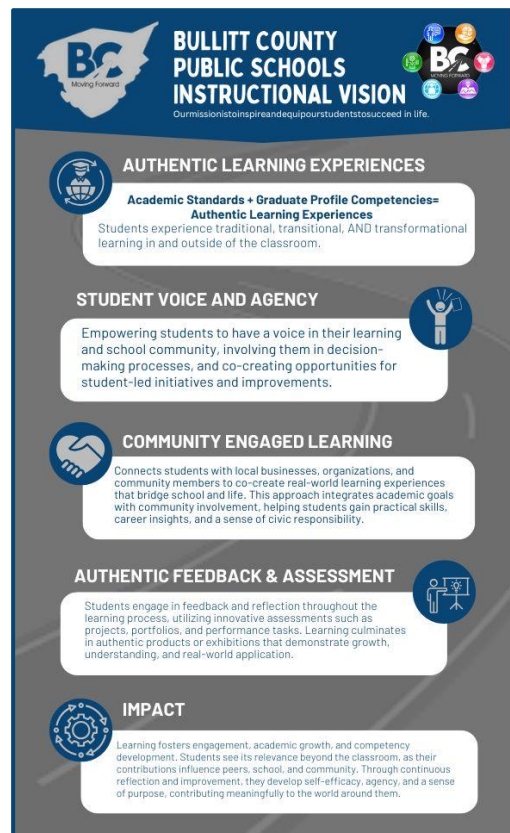
Fiscal + Operational Care

Community Collaboration + Engagement

Engaged and Well-Rounded Students

Safety + Well-Being

Life Readiness Destination



Our Instructional Vision

Authentic Learning Experiences

Student Voice and Agency

Community Partnerships

Demonstrations of Learning

Authentic Assessments

Impact

ABOUT OUR 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.

CENTRAL AREA SCHOOLS

Elementary	Secondary
Cedar Grove ES Lebanon Junction ES Roby ES Shepherdsville ES	Bernheim MS Bullitt Lick MS Bullitt Central HS

EAST AREA SCHOOLS

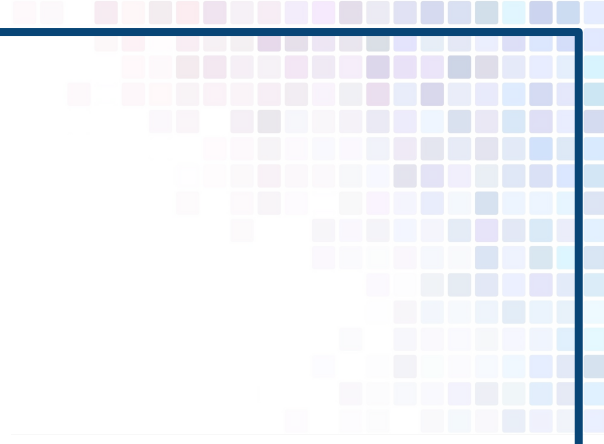
Elementary	Secondary
Crossroads ES Mt. Washington ES Old Mill ES Pleasant Grove ES	Eastside MS Mt. Washington MS Bullitt East HS

NORTH AREA SCHOOLS

Elementary	Secondary
Brooks ES Freedom ES Maryville ES Overdale ES	Hebron MS Zoneton MS North Bullitt HS

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Section 1

Building Management

HOURS OF OPERATION

Thomas Stokes, Director of Facilities / George Brock, Energy Auditor

Asbestos

Each school office must maintain an official asbestos file, which may be requested for review during an inspection. Please verify that this file is accessible in your office. If you need assistance locating it, please consult with your school secretary or reach out to the previous principal.

Altering Buildings/Grounds

You are not permitted to alter your building or grounds without approval from the Director of Facilities and/or the Board of Education.

Custodians

The head custodian is your Plant Manager.

Your custodian works year-round. If you need a sub custodian, please contact the Director of Facilities. If your custodian cannot solve a maintenance issue, then a facilities work order must be submitted (only custodians and principals are able to do so). These are submitted electronically via the link found on the Facilities page of our district website.

Dead Period & Summer Hours

The Superintendent designates 2 weeks each summer as a “dead period,” that usually coincides with the KHSAA dead period.. During this time, school offices are closed and no sporting events or practices take place. Otherwise, during the summer, our school buildings are open 8:00-noon Monday-Thursday and closed on Friday, which provides principals the remainder of the day to work uninterrupted. Voicemail must be utilized to receive messages. (This is a great time to use non-contract days for a vacation!) 😊

BUILDING MANAGEMENT

Thomas Stokes, Director of Facilities | George Brock, Energy Auditor

HVAC

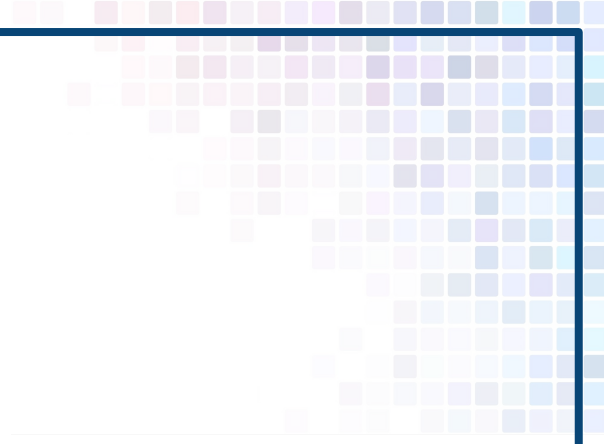
This is your building's heating and air system. For energy conservation purposes, the temperature is controlled electronically through the Facilities Department.

HVAC for Events

Email our Energy Auditor a list of all evening, weekend, and summer events taking place in your building so that the appropriate HVAC settings can be set. Be sure to give at least 2 business days advance notice of the event and to include the event date(s), start and end times, and the area of the school to be utilized. When a large crowd is expected for areas such as gymnasiums, it is advisable to include that information in your email as well so that adjustments can be made if necessary.

Utility Shut-Off Locations

It is important for you to know where these shut-off valve/devices are located in your building. Ask your custodian to show you the valve and how to shut it off in case of an emergency. This also is required to include in your annual emergency plans with a map that documents the locations for all shut-off locations (electric, HVAC, etc.)



Section 2

Communication

COMMUNICATION

Stefanie Kleinholter, Director of Communications

❖ Customer Service & Public Relations

As school leaders, our commitment to **Service Before Self** shapes how we communicate. This value means we don't treat students, parents, and community members as clients in a transaction, but as true partners in our mission.

Beyond daily operations, your most impactful role is to be the primary voice of your school. To share your school's journey authentically, you need to be visible and engaged. By being present, building real relationships, and understanding the daily realities our families face, you put service into practice and show the community who we really are.

❖ Email Communications

All BCPS employees will respond to all emails and phone messages within 24 hours. If generating a complete response to their communication will take longer than 24 hours, respond to acknowledge the request and to provide a timeline as to when they can expect a full response.

❖ Family Newsletter Guidelines

A school newsletter shall be distributed to families once per week to document upcoming events and important school information. This weekly communication serves as an ideal platform for sharing event flyers and community updates. To ensure consistency across the district, all weekly newsletters must be built and sent through Thrillshare: Newsletters. Additionally, engagement analytics from these newsletters will be tracked and utilized as part of our data collection for the Community Collaboration & Engagement pillar.

❖ Social Media Guidelines

Social media outlets should be utilized to **"tell your story"** to your families and community, focusing on reflecting your school's mission and vision while showcasing your staff and students. Administrators should limit using social media as a mere "bulletin board" for flyers and routine announcements. Furthermore, **commercial advertising is strictly prohibited** on school social media accounts; we cannot encourage community members to utilize or purchase goods and services from outside companies. Any external advertising requests must be redirected and submitted formally through this [Advertising Request Form](#).

COMMUNICATION

Stefanie Kleinholter, Director of Communications

❖ **Innovative Media Coordinators (IMCs)**

You will work with your school's IMC to ensure your website, app, and social media platforms are up-to-date and consistently utilized for communication. The IMC also assists with Mass Communication items, digital signage, and other items as detailed [here](#).

❖ **Mass Communication Platforms (Thrillshare and IC Messenger)**

The district utilizes two primary platforms for generating mass emails, text messages, and phone calls: **Thrillshare** and **Infinite Campus Messenger**.

Mass communication to staff and families shall take place primarily through **Thrillshare Media**, utilizing tools such as **Alerts** (SMS, audio, email) and **LiveFeed** (simultaneous broadcast to LiveFeed, mobile notifications, Facebook, X/Twitter, Instagram, SMS, audio, and email).

- [Communication Guidelines](#): Stefanie Kleinholter
- [Crisis Communication Support](#): Sarah Smith
- [Transportation Updates](#): David Phelps

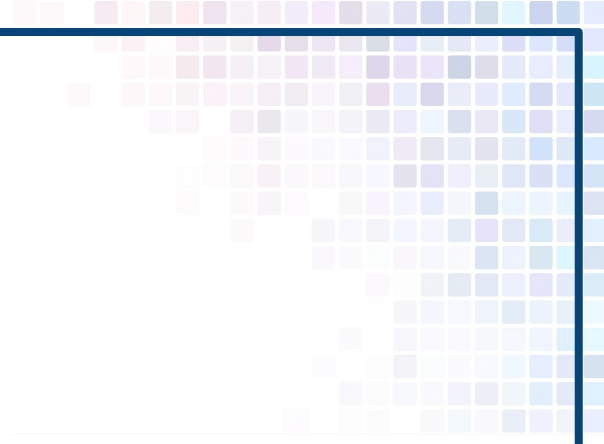
❖ **Traceable Communications: SB 181 Updated: HB 67 (KRS 160.145)**

- **Policy Overview:** HB 67 defines unauthorized electronic communication as private electronic communication with a student enrolled in a school district by the school district's employee or qualified school volunteer who is not the student's family member and that occurs outside of a designated traceable communication system. This includes any private electronic communication with a student or students through a personal email account, text messaging, social media, or other private electronic notification and communication programs.

COMMUNICATION

Stefanie Kleinholter, Director of Communications

- **Approved Communication Platforms:** To comply with Senate Bill 181 and ensure student and staff safety, all employees and qualified school volunteers must use only board approved/purchased platforms for electronic communication with students. All school-related electronic communication between staff and students must be conducted using only the following approved platforms:
 - a. Infinite Campus (IC)
 - b. Google Suite (district-issued accounts, including email)
 - c. Board-Approved Instructional Software (e.g., Edgenuity, GoGuardian, Seesaw, i-Ready)
 - d. Thrillshare: Rooms (the official BCPS app)
- **Communication in Non-School Activities:** Employees must use the district's approved communication systems to electronically contact any BCPS student, even for non-school activities, unless a communication consent form is requested and completed by the student's parent.
- **Exceptions to the Policy:** Exceptions for communicating outside of approved platforms:
 - **Family Members: SB 181 defines family member as:** A parent, brother, sister, son, daughter, aunt, uncle, cousin, or grandparent related to the student by consanguinity, affinity, or adoption.
 - An adult that resides in the same household as the student.
 - "Parent" means a legal guardian, a person acting as a parent in the absence of a parent or guardian or other individual or agency responsible for the student.
 - **Parental Consent:** A parent may submit written consent to authorize a designated school district employee or volunteer who is not a family member to communicate electronically with his or her child outside of the traceable communication system. To request this consent, please contact: Stefanie Kleinholter, BCPS Director of Communications.



Section 3

Contract and Leave Time

CONTRACT & LEAVE TIME

*Dr. Althea Hurt, Director of Human Resources / Becky Brogan, Guest Teacher/
Sub Coordinator*

*Tresa Payton, Certified Personnel Specialist / Emily Parrott, Classified Personnel Specialist
Tammie Shadders, Payroll Supervisor*

Absence Management in Frontline

This platform is used for entering absences. Guest Teachers/Substitutes select their jobs from this platform. All employees with extended days must also document those here. Whereas teacher work days are 7.5 hours, all certified administrators (Superintendent, principals, assistant principals, counselors, school psychologists, etc.) work 8 hours/day.

Annual Days

240-day administrators earn 5 annual days per school year which count toward your 53 extended days.

Bullitt County Education Association (BCEA)

Also known as the Teachers' Union, the BCEA works in close partnership with district leadership. We enjoy a strong relationship with BCEA President Kim Ludwig Fessel (BCHS) and encourage you to leverage her support. You will receive a copy of the current, board-approved teacher contract negotiated between the Board of Education and the BCEA, dated 2025-2030.

Bullitt Days

There are 7 Bullitt Days scheduled throughout the school year (8:15 am - 3:15 pm). These days are dedicated to collaborative teams working together through the PLC process to increase student learning and build teacher collaboration. **DO NOT APPROVE FOR STAFF TO TAKE PERSONAL DAYS/TIME OFF DURING BULLITT DAYS.** Principals are responsible for submitting their agendas to their immediate directors the Thursday before each Bullitt Day. These days are not to be used for housekeeping or managerial purposes.

CONTRACT & LEAVE TIME

*Dr. Althea Hurt, Director of Human Resources | Becky Brogan, Guest Teacher/
Sub Coordinator*

*Tresa Payton, Certified Personnel Specialist | Emily Parrott, Classified Personnel Specialist
Tammie Shadders, Payroll Supervisor*

Certified Evaluation Plan (CEP)

The CEP, which is used to guide our evaluation process for certified employees. This information will be shared with you from the HR Department and/or your immediate director. The district's Certified Evaluation Committee (comprised of 50% administrators, 50% teachers) develops the plan along with the Director of Human Resources. "Teacher Tenured" certified employees are evaluated every 5 years. This includes administrators who have "teacher tenure." Non-Tenured Certified employees are evaluated each year.

Contracts

All district employees work under an official contract, which is distributed and signed electronically through the TalentEd Records platform. Administrators hold administrative contracts, while tenured teachers are on continuing contracts. Non-tenured teachers are placed on limited contracts, which are issued on a year-to-year basis. Please note that classified employees must work the exact days and hours specified in their contracts; any adjustments to these schedules require prior approval.

Education Professional Standards Board (EPSB)

Be sure to check out [this link](#) through the EPSB to check for a specific teacher's area(s) of certification, tests taken, permissions, etc. Your EPSB login information changes every 60-90 days, so be sure to keep this updated as needed.

IMPORTANT NOTE: It is the responsibility of the certificate holder to maintain the validity of his/her teaching certificate.

CONTRACT & LEAVE TIME

*Dr. Althea Hurt, Director of Human Resources | Sharla Daugherty, Admin Assistant /
Workers' Comp Coordinator*

*Tresa Payton, Certified Personnel Specialist | Emily Parrott, Classified Personnel Specialist
Tammi Shadders, Payroll Supervisor / Sara Summerville, Benefits Coordinator*

EILA Hours

Administrators must have 21 hours of EILA credit per year in order to maintain their certification. EILA hours and certificates must be uploaded into Vector. You will collect EILA credit for Evaluation Training and Evaluation Calibrations. If you attend an educational conference, you may count 6 hours of the conference for EILA credit; however, you must have documentation of attendance. Contact the Deputy Superintendent or Secretary if you have any questions or need more information.

Faculty Meetings

No more than 15 faculty meetings may be scheduled per year per the teacher contract. Best practice is to set a common day (ex. Every Tuesday following a payday Friday) and to focus on instructionally relevant information. Nuts and bolts issues should be shared with teachers weekly in an electronic format.

Family Medical Leave Act (FMLA)

If an employee is off work for more than three consecutive days due to a serious illness, caring for an ill family member, or the birth or adoption of a child, then he or she should contact the BCPS Benefits Coordinator concerning FMLA leave. FMLA is unpaid leave. The employee must use sick leave concurrently, which permits him or her to maintain benefits (insurance). Paperwork must be completed by a physician. Contact our Benefits Coordinator with any questions.

CONTRACT & LEAVE TIME

*Dr. Althea Hurt, Director of Human Resources | Sharla Daugherty, Admin Assistant,
Workers' Comp Coordinator*

Overtime

Overtime may only be approved by the Superintendent/designee.

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.

CONTRACT & LEAVE TIME

*Dr. Althea Hurt, Director of Human Resources /Sharla Daugherty, Admin assistant,
Workers' Comp Coordinator*

Sick Leave Bank, Continued

- 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 shall be formed. Two (2) committee members shall be elected by and from the participating members to serve a two (2) year term of service. The COO for Support Services shall be appointed by the Superintendent to serve as the third member. 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.

CONTRACT & LEAVE TIME

Dr. Althea Hurt, Director of Human Resources | Sharla Daugherty, Admin Assistant, Workers' Comp Coordinator

Sick Leave Bank, Continued

- **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.
- **Statement:** Employees claiming sick leave must file a personal statement 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 non-renewed 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.
- **Expiration of Accruals:** At the conclusion of the two years, following resignation or retirement, any remaining accrual balances that have not been reinstated through reemployment or donated in accordance with BCPS guidelines will be forfeited.
- **Termination for Cause:** Employees who are terminated for any reason are not eligible to retain, access, reinstate, or donate accrued leave balances following their separation from employment.

CONTRACT & LEAVE TIME

Dr. Althea Hurt, Director of Human Resources | Sharla Daugherty, Admin Assistant, Workers' Comp Coordinator

Types of Leave

Emergency

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 $\frac{1}{2}$ 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 may be granted in half-day increments.

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.

CONTRACT & LEAVE TIME

Dr. Althea Hurt, Director of Human Resources | Sharla Daugherty, Admin Assistant, Workers' Comp Coordinator / Tammie Shadders, Payroll Supervisor

Types of Leave

Emergency, continued

Statement: Persons taking emergency leave must file a personal statement 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.

Types of Leave

Non-Contract Days

You will be notified of the specific number of NC Days you receive each year. Notify your direct supervisor before taking non-contract days and record the day(s) in Absence Management (formerly AESOP)/Frontline. Non-contract days should be taken on the non-shaded days on our Extended Day calendar. If a non-contract day is taken on a grey shaded day, the contract must be extended. Contact our Payroll Supervisor with any questions.

Types of Leave

Personal

Full-time employees shall be entitled to three (3) days of personal leave with pay each school year. Unused personal leave will carry over to sick leave at the end of the school year.

CONTRACT & LEAVE TIME

Dr. Althea Hurt, Director of Human Resources | Sharla Daugherty, Admin Assistant, Workers' Comp Coordinator/ Tammie Shadders, Payroll Supervisor

Types of Leave

Personal, continued

- **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. Prior approval is important so that you will be able to keep personal leave within 5% on any given day. Administrators should not approve personal leave on bullitt Days.
- **Statement:** Employees taking personal leave must file a personal statement 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.

Types of Leave

Sick

All full-time personnel shall be entitled to one (1) day of sick leave with pay for each month employed.

CONTRACT & LEAVE TIME

Dr. Althea Hurt, Director of Human Resources | Sharla Daugherty, Admin Assistant, Workers' Comp Coordinator

Types of Leave

Sick, continued

- **Accumulation:** Sick leave days not taken during the school year in which they were granted shall accumulate 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. A completed Verification of Employment (VOE) form must be submitted to the BCPS HR Department.

CONTRACT & LEAVE TIME

Dr. Althea Hurt, Director of Human Resources

Sharla Daugherty, Workers' Comp Coordinator/ HR Admin Assistant

Tresa Payton, Certified Personnel Specialist | Emily Parrott, Classified Personnel Specialist

Tammi Shadders, Payroll Supervisor

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.

Workers' Compensation

If any employee is injured during the work day, then he or she must file a report with MEDCOR Hotline within 24-48 hours of the incident. The principal must be notified as well. Contact **Sharla Daugherty** with any questions.

Contacts in the Human Resources Department

Dr. Althea Hurt, Director of Human Resources

Tresa Payton, Certified Personnel Specialist

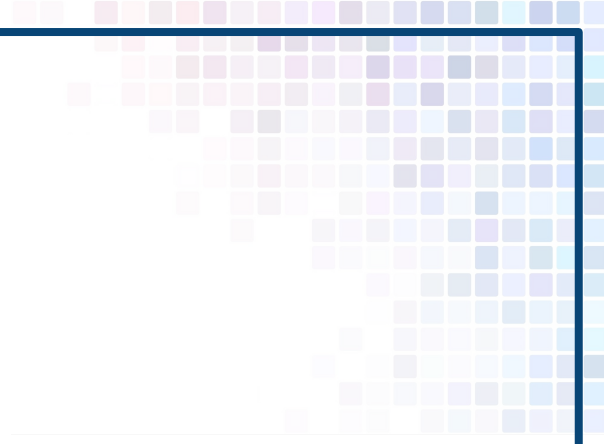
Emily Parrott, Classified Personnel Specialist

Becky Brogan, Guest Teacher/Substitutes Coordinator

Sharla Daugherty, Workers' Compensation Coordinator/HR Admin Assistant

Sara Summerville, Insurance and Benefits Coordinator (& FMLA)

Stacey Akridge, Extra Duty and Coaches Coordinator



Section 4

Finance

FINANCE

Lisa Lewis, Director of Finance / Stephanie Bonnett, Assistant Finance Director

Budget

Work with your bookkeeper in regards to all budgets and spending for your school. Be sure to know and follow the Redbook because this is the law! Your budgeting funds may include Title 1, Title 2, PD, ESS, Textbook, etc.

Donations

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 at the school with on-site records for audit purposes. If you have donations over \$250.00, please complete the appropriate donation form in Redbook and send to the Director of Grant Management & Family/Community Programs. At least annually, the district is required to report all donations to the board. The Director of Grant Management will request a report of all school donations annually.

Enterprise ERP (formerly MUNIS)

This is our state-mandated platform used for all financial information in our district. This is the platform to approve purchase orders. Bookkeepers and principals collaborate on the purchase order process.

PTA/PTO Dues & Funds

PTA is a national organization that requires payment of dues; PTO is a school-based organization and no national dues are required. PTA/PTO funds are totally separate from your 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. PTA/PTO officers make decisions as a group.

FINANCE

Lisa Lewis, Director of Finance / Stephanie Bonnett, Assistant Finance Director

Redbook Information

The Redbook contains laws and regulations in regards to the finances of your school, and 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 collected.

Administrators or bookkeepers must take the money to the bank.

School Activity Fund Monthly Financial Reports

School activity Fund Monthly Financial Reports should be submitted monthly to the Finance Department no later than the 15th of the month for the prior month's report. The principal's signature is required. Contact Brittney Ashby with any questions.

Year-End Closeout

Make sure all invoices have been submitted to the Finance Department by June 30th for General Fund Expenses (Fund 1). Any funds remaining at that time revert to the district budget, so be sure to spend this on your students before the deadline.

Contact Becky Brogan with any questions.

Contacts in the Finance Department

Lisa Lewis, Director of Finance

Stephanie Bonnett, Assistant Finance Director

Brittney Ashby, Purchasing & Student Activity Fund Specialist

Sherry Sweat, Grant & Award Finance Specialist

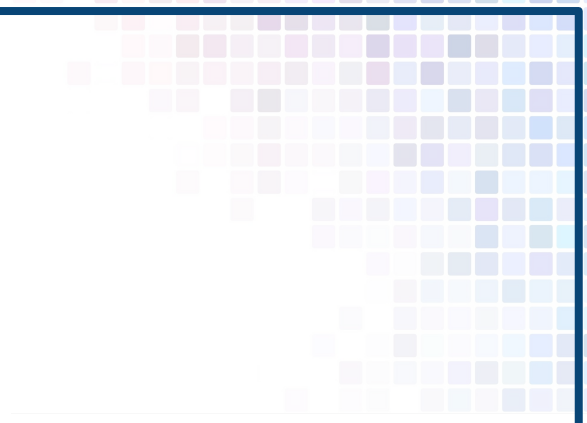
Ka'ren Weaver, Accounts Receivable Specialist

Brittany Shepherd, Accounts Payable Specialist

Tammie Shadders, Payroll Supervisor

VACANT, Certified Payroll Specialist

Nicole Hider, Classified Payroll Specialist



Section 5

Hiring, Staffing, and Certification

HIRING, STAFFING, & CERTIFICATION

*Dr. Althea Hurt, Director of Human Resources | Becky Brogan, Guest Teacher/
Sub Coordinator*

Tresa Payton, Certified Personnel Specialist | Emily Parrott, Classified Personnel Specialist

Assistance Plans

Be sure to read the “Assistance Plan” section in the approved BCPS Certified Personnel Evaluation Plan (CEP).

- An assistance plan is created by the employee with the direct assistance of their evaluating administrator.
- The evaluating administrator will help to identify professional staff, services, and/or resources/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.

Board Approval

All new or modified positions (certified, classified, and extra duty) and job descriptions require Board approval. After obtaining SBDM approval and securing a wage and cost-calculation sheet from Finance, submit a memo to the HR Director detailing the request, the rationale, and the funding source.

Certification

All teachers must be certified in the area for which they are teaching. This ensures they are “Highly Qualified” for their position. You can verify a teacher’s certification(s) on the EPSB website. “Alt-Cert” is short for “alternative 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 Tresa Payton or Dr. Thea Hurt in HR for questions about Kentucky’s nine (9) Alternative Paths to teacher certification.

HIRING, STAFFING, & CERTIFICATION

*Dr. Althea Hurt, Director of Human Resources | Becky Brogan, Guest Teacher/
Sub Coordinator*

Tresa Payton, Certified Personnel Specialist | Emily Parrott, Classified Personnel Specialist

Corrective Action Plan

Be sure to read the “Corrective Action Plan” section in the approved BCPS Certified Personnel Evaluation Plan. Here are some key things to remember:

- A Corrective Action Plan (CAP) is disciplinary. It 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/Executive Leadership.) The CAP is intended to provide a plan for you as the building leader/immediate supervisor to help the employee improve to acceptable levels of performance.
- You and your immediate director/supervisor will meet with the employee when placing him/her on the Corrective Action Plan (CAP). (Director or Executive leadership Member, 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 your immediate director for support:
 - Patrick Durham, Director of Elementary Education
 - Dr. Amy Allen Compton, Director of Secondary Education
 - Dr. Adrienne Usher, Deputy Superintendent

Evaluations

The purpose of evaluation is to ensure our students are taught by superior teachers. 12 hours of initial evaluation training is required before an administrator can conduct observations of certified personnel. You must have 6 hours of up-to-date training in certified personnel evaluations each year. The district will offer at least three of these hours.

HIRING, STAFFING, & CERTIFICATION

*Dr. Althea Hurt, Director of Human Resources | Becky Brogan, Guest Teacher/
Sub Coordinator, Stacey Akridge, Extra-Duty/Coach Coordinator,
Tresa Payton, Certified Personnel Specialist | Emily Parrott, Classified Personnel Specialist*

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. **Administrators, Counselors, Instructional Coaches, and district-level Consultants may not serve as coaches or club sponsors.** ESS Daytime Waiver positions need to be posted via TalentEd Recruit & Hire.

Steps for posting extra-duty positions:

1. The Principal will post the vacancy online via TalentEd Recruit & Hire for 15 days. *(Note: The posting period may be shortened for sports seasons that are about to begin.)*
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. Stacey Akridge 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.

***HR Clearance Required: Coaches are not authorized to begin until they are officially hired by the HR department.**

HIRING, STAFFING, & CERTIFICATION

*Dr. Althea Hurt, Director of Human Resources | Becky Brogan, Guest Teacher/
Sub Coordinator, Stacey Akridge, Extra-Duty/Coach Coordinator,
Tresa Payton, Certified Personnel Specialist | Emily Parrott, Classified Personnel Specialist*

Extra-Duty Positions, Continued

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 Stacey Akridge 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.**

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 or she may not work more than 40 hours per week total (BCPS position and coaching position combined). Contact the Director of Finance, Lisa Lewis, with any questions.

HIRING, STAFFING, & CERTIFICATION

*Dr. Althea Hurt, Director of Human Resources | Becky Brogan, Guest Teacher/
Sub Coordinator,*

Tresa Payton, Certified Personnel Specialist | Emily Parrott, Classified Personnel Specialist

Guest Teachers (Substitutes)

Prospective subs must have a minimum of a high school diploma to qualify. To be Emergency Sub Certified. Please make an effort to welcome them and provide support. At times, we may not have enough substitutes available to cover all teacher absences in the district. When this happens, creativity is required in meeting the staffing needs of your building - this means you may have to spend some time teaching that day. Create a rotating schedule so that the same people are not over utilized. Contact Becky Brogan with any questions.

Guest Teachers for Classified Employees

Principals must send an email to Becky Brogan 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, food nutrition associates, and bus drivers. Contact Becky Brogan with any questions.

Hiring Process: Certified Staff

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 she/he wishes to interview and email those names to Tresa Payton in the HR Department. Tresa will seek approval from Dr. Althea Hurt, Director of HR.

HIRING, STAFFING, & CERTIFICATION

*Dr. Althea Hurt, Director of Human Resources | Becky Brogan, Guest Teacher/
Sub Coordinator, Stacey Akridge, Extra-Duty/Coach Coordinator,
Tresa Payton, Certified Personnel Specialist | Emily Parrott, Classified Personnel Specialist*

Hiring Process: Certified Staff, Continued

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. ****Refer to the 2025-2030 BCEA/BCBE Contract.***

3. Tresa will recheck certification of applicants via EPSB and review the online applications. After approval from the HR Director, Tresa (or Dr. Hurt) will notify the Principal via memo which applicants may be interviewed. The Principal shall retain a copy of the interview memo for his/her records. Do not schedule interviews before receiving the approved memo!
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. The Deputy Superintendent then receives the request for hire.

HIRING, STAFFING, & CERTIFICATION

*Dr. Althea Hurt, Director of Human Resources | Becky Brogan, Guest Teacher/
Sub Coordinator, Stacey Akridge, Extra-Duty/Coach Coordinator,
Tresa Payton, Certified Personnel Specialist | Emily Parrott, Classified Personnel Specialist*

Hiring Process: Certified Staff, Continued

7. Upon final approval, Tresa 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). 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 (Technology Department)

Important Things to Know:

- An alt-cert applicant may be selected rather than a fully certified applicant if determined to be the best candidate for the position. An Option 6 Letter puts the applicant on "equal hiring grounds" as other certified applicants.
- No Emergency Certification will be sought UNLESS there is documented evidence that there are no other qualified applicants.
- **No Emergency Certification can be sought for IECE or Special Education Teachers.**
- An employee may not begin working until he/she and the principal have received official notification from HR.
- **See Classified and Certified Hiring Checklists and Procedures at end of handbook**

Please note: Teachers holding only an Emergency Certification and Retirees will be non-renewed at the end of the contracted school year.

HIRING, STAFFING, & CERTIFICATION

*Dr. Althea Hurt, Director of Human Resources | Becky Brogan, Guest Teacher/
Sub Coordinator, Stacey Akridge, Extra-Duty/Coach Coordinator,
Tresa Payton, Certified Personnel Specialist | Emily Parrott, Classified Personnel Specialist*

Hiring Process: Principals

- *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 Screening Committee will present a final report to the Principal Selection Committee. The Superintendent makes the ultimate decision for principal hires, in consultation with the SBDM Council.
- 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.

Interview Questions

Please contact the HR Department if you need interview questions for any position.

LEAD Report

This report is now a live, ongoing, year-round document. All teachers must be certified to teach the grade and subject to which they are assigned. See the previous "[Certification](#)" section for details.

National Board Certified Teacher (NBCT)

Teachers with this certification must be teaching in the area of their certification at least 50% of the time or they will not receive the stipend. Contact Karen Weaver in the Finance Department or Tresa Payton in the HR Department with any questions.

HIRING, STAFFING, & CERTIFICATION

Dr. Althea Hurt, Director of Human Resources | Becky Brogan, Guest Teacher/Sub Coordinator, Stacey Akridge, Extra-Duty/Coach Coordinator, Tresa Payton, Certified Personnel Specialist | Emily Parrott, Classified Personnel Specialist

Preschool Bus Monitors & Lunchroom Monitors

Principals post, interview, and hire preschool bus monitors to assist with transporting preschool students to and from school. As of June 15, 2026, principals also hire and supervise school lunchroom monitors.

Professional Learning Hours

All certified teachers are required to complete 24 hours of professional learning credit each year. The PL must be uploaded into Vector. Please see the “Instruction and Training” section of this handbook for more information.

Professional Growth Plan (PGP)

All certified employees must complete a PGP (consisting of at least one professional growth goal) each year. You must review it each year with your certified employees to determine if the goal has been achieved or if it needs to be revised and continued for the following year. If achieved, a new plan will be developed.

Staff Handbook

You may create a staff handbook for your school. Ask principal colleagues for copies of their handbooks for inspiration/ideas.

TalentED Perform

This platform is used for personnel evaluations. All forms pertaining to the evaluation of certified and classified employees are housed in this platform. Contact HR if you have difficulty with any of the forms.

HIRING, STAFFING, & CERTIFICATION

*Dr. Althea Hurt, Director of Human Resources | Becky Brogan, Guest Teacher/
Sub Coordinator, Stacey Akridge, Extra-Duty/Coach Coordinator,
Tresa Payton, Certified Personnel Specialist | Emily Parrott, Classified Personnel Specialist*

TalentEd Records

This platform is used for housing electronic personnel files. Employees complete all new hire paperwork as well as employee contracts electronically in this platform.

TalentEd Recruit and Hire

This platform is our online application system and it is the only way to apply for any position within our district. You will use this platform to review applicants, document interest, interviews, offers extended, recommendations of employment, etc.

Transfers: Certified Employees

***There is no formal BCPS Transfer request process.**

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.

Contacts in the Human Resources Department

Dr. Althea Hurt, Director of Human Resources

Tresa Payton, Certified Personnel Specialist

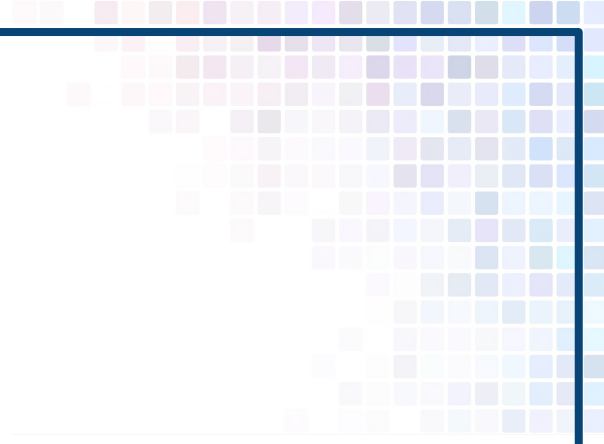
Emily Parrott, Classified Personnel Specialist

Becky Brogan, Guest Teacher/Substitute Coordinator

Sharla Daugherty, Workers' Compensation Coordinator/HR Admin Assistant

Sara Summerville, Insurance Benefits Coordinator (& FMLA)

Stacey Akridge, Extra Duty and Coach Coordinator



Section 6

Instruction and Training

INSTRUCTION & TRAINING

*Dr. Adrienne Usher, Deputy Superintendent | Sarah Smith, Director of Safe & Drug Free Schools
Patrick Durham, Director of Elementary Ed | Dr. Amy Allen Compton, Director of Secondary Ed*

Annual Trainings

Every year, staff is required to complete online trainings via the [Vector Solutions](#) platform. Please login (Single-Sign On for the 26-27 school year) to view trainings required for your specific position. Some examples of required trainings include:

- Active Shooter
- Bloodborne Pathogen (BBP)
- Bullying Prevention
- Child Abuse & McKinney Vento Awareness and Reporting
- Confidentiality/FERPA
- Discrimination/Harassment/ Title IX Compliance
- Student Mental Health/Suicide Prevention
- and more...

Your Vector Solutions account will display which trainings are mandatory for you. New employees will have more required trainings than other staff.

Assessment

Multiple assessments, both state-required and at the district level, are given throughout the year. You will lead your staff on disaggregating the data from these assessments to facilitate school improvement. Check with your immediate director and Chief Academic Officer on specific required assessments for your level:

- Dr. Brandy Howard, Chief Academic Officer
- Patrick Durham, Director of Elementary Education
- Dr. Amy Allen Compton, Director of Secondary Education

INSTRUCTION & TRAINING

*Dr. Adrienne Usher, Deputy Superintendent | Sarah Smith, Director of Safe & Drug Free Schools
Patrick Durham, Director of Elementary Ed. | Dr. Amy Allen Compton, Director of Secondary Ed*

Collaborative Teams

Each Professional Learning Community (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. [Click here](#) to learn more!

Extended School Services (ESS)

The ESS Daytime waiver must be approved by the KDE each spring. Contact The Director of Elementary Education and/or Deputy Superintendent Secretary for support and questions.

Head Start/Early Head Start Programs

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 Daniel Mullins,, Director of Early Childhood and Specialized Learning, for more information.

INSTRUCTION & TRAINING

*Dr. Adrienne Usher, Deputy Superintendent | Sarah Smith, Director of Safe & Drug Free Schools
Patrick Durham, Director of Elementary Ed. | Dr. Amy Allen Compton, Director of Secondary Ed*

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 Deputy Superintendent/Chief Academic Officer.

Instructional Expectations

District instructional norms are to be implemented in all classrooms (PreK-12) by all teachers. These norms are research-based and examples of best practices in teaching.

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 walkthroughs to monitor student engagement. The Danielson Framework is utilized for teacher evaluations.

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.

INSTRUCTION & TRAINING

*Dr. Adrienne Usher, Deputy Superintendent | Sarah Smith, Director of Safe & Drug Free Schools
Patrick Durham, Director of Elementary Ed. | Dr. Amy Allen Compton, Director of Secondary Ed*

Leadership Team Meetings (LTMs)

These meetings are generally held once a month. Principals, Directors, Coordinators, CAO, COO, Deputy Superintendent, 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).

Unit Plans

All teachers are expected to have unit plans per district policy 08.212.

Ohio Valley Educational Cooperative (OVEC)

OVEC is our educational cooperative, which provides support to us and 13 neighboring districts. They are located in Shelbyville, KY.

Postsecondary Readiness

Please [click here](#) to view our current College and Career Pathway Handbook. (2022-2023)

Professional Learning Hours

ALL certified teachers are required to complete a minimum of 24 hours of professional learning (PL) each school year. If the teacher is employed for less than a minimum school term, then the amount of PL required is prorated. This is true even if the teacher is one who has already retired and is returning to work. As principal, you will approve all professional learning activities before teacher attendance at PL opportunities via Vector.. **Teachers who have not completed their required hours will receive a salary deduction by June 30th. Deficient hours may also result in disciplinary action, including a report to EPSB.**

INSTRUCTION & TRAINING

*Dr. Adrienne Usher, Deputy Superintendent | Sarah Smith, Director of Safe & Drug Free Schools
Patrick Durham, Director of Elementary Ed. | Dr. Amy Allen Compton, Director of Secondary Ed*

Professional Learning Hours, continued

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

Professional Learning Community (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.

Supervision Duties

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.

INSTRUCTION & TRAINING

*Dr. Adrienne Usher, Deputy Superintendent | Sarah Smith, Director of Safe & Drug Free Schools
Patrick Durham, Director of Elementary Ed. | Dr. Amy Allen Compton, Director of Secondary Ed*

THRIVE Academy

BCPS has a teacher mentor program for all new teachers known as THRIVE Academy. BCPS THRIVE Interns are: **Teachable, Honorable, Reflective, Innovative, Versatile, & Enthusiastic.** New teachers, with zero years experience, are expected to participate and receive 12 hours of professional development per the Certified Evaluation Plan. THRIVE also supports teachers up to their third year in the district.

Contacts in the Curriculum, Instruction, and Assessment Department

Dr. Adrienne Usher, Deputy Superintendent

Dr. Brandy Howard, Chief Academic Officer

Patrick Durham, Director of Elementary Education

Dr. Lee Barger, Director of College and Career Readiness & Innovation

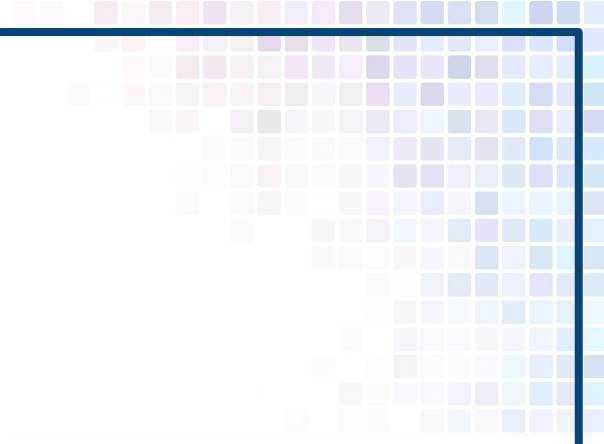
Megan Hatter, Director of Grant Management & Family/Community Programs

Dr. Amy Allen Compton, Director of Secondary Education

Troy Kolb, Director of Special Education

Daniel Mullins, Director of Early Childhood and Specialized Learning

Tonya Vogt, District Volunteer Coordinator



Section 7

Safety and Mental Health

SAFETY & MENTAL HEALTH

Sarah Smith, Director of Safe and Drug Free Schools, Angie Troutman, Admin Assistant

Accident Forms

If a child is injured at school, an accident form should be completed that day via the electronic form found on the district website under Staff / Quick Links & Forms or by the link provided [HERE](#).

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, with a copy of the Notice of Suspension (09.434AP.2) sent to the Superintendent's Secretary for the Superintendent's file. Any amendments to the entered information must be updated on the written notice and sent to the Superintendent's office as well.

Documentation

If it isn't written down, it didn't happen. Document, document, document!

The Safe Schools Admin/Staff Google Site has all the paperwork for School Safety in one spot. Please visit by clicking [here](#). To quickly find items on this page, use the control F search function to search by name.

Drills

Conduct required drills in a way that minimizes loss of instructional time. These are the drills required annually:

- Fire - 11 (2 within the first 2 weeks of school, then one per month)
- Earthquake - 2 (1 within the first 30 days, 1 in January)
- Severe Weather/ Tornado - 2 (1 within the first 30 days, 1 in January)
- Lockdown - 2 (1 within the first 30 days, 1 in January)
- Bus - 4 (1 within the first full week)

SAFETY & MENTAL HEALTH

Sarah Smith, Director of Safe and Drug Free Schools

Fire Marshal

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 make sure they are aware of the 18" rule. Contact Thomas Stokes with any questions.

Incident Reports - Police, EMS, etc.

Within 24 hours of any incident involving law enforcement, emergency agencies, major disruptions at school events, or other situations which may cause negative publicity for the district, an incident report should be completed, signed by the principal, and then scanned to Ange Burnett, Admin Assistant to the Superintendent.

Mental Health Support for Students

Students may qualify for mental health support, a Tier 3 intervention, if data supports Tier 1 and 2 Interventions were not successful. Each school has a designated stakeholder (usually a counselor or a family resource coordinator) that processes all referrals for school-based therapy (SBT). The Safe Schools Department staffs three (3) therapeutic Social Workers for the District. These provide SBT to students that are dealing with a crisis, or needs ongoing support with private insurance or those that cannot pay for a co-pay or have no insurance. Contracted agencies such as Seven Counties, Lecorgan, Transformations as well as other agencies through a Memorandum of Agreement, provide SBT to students that have state insurance or Medicaid.

Tara Haddaway - Support for High Schools

Kelsey Reynolds - Support for Middle Schools

Katie Dihrkop - Support for Elementary Schools

SAFETY & MENTAL HEALTH

Sarah Smith, Director of Safe and Drug Free Schools

Nurses

If you have a specific student need, please contact the nurse assigned to your school or our District Health Coordinator. Kim Willoughby is the Director of Health Services.

Positive Behavioral Intervention and Supports (PBIS)

PBIS is a district-wide program used to support students with improving social, emotional, and academic outcomes. The district through a grant, has a behavior support specialist that provides support to students that do not have an IEP.

School Safety and Resiliency Act

The School Safety and Resiliency Act (originally passed as Kentucky Senate Bill 1, with subsequent updates like HB 63) is a comprehensive approach to school safety. Advocates frequently describe it as a balance of "Hardware" (physical security measures) and "Heart-ware" (mental health and trauma-informed support). This includes mandatory requirements for schools such as: Access Control, Annual Risk Assessments, Trauma-Informed response to students and required staff training (Trauma Informed Care, Active Shooter, Threat Assessments, etc) , handle with care protocols for police agencies to communicate to schools, and required Counselor to Student ratios.

School Emergency Plans

You must update your school's safety plan each year. Per law, all staff members are to be trained and aware of their roles in the event of a disaster/emergency on Opening Day. The checklist for this year's plan is [here](#). Due date to submit to the District office is 9/1/2026.

Security and Camera Surveillance

All schools have an alarm system as well as camera surveillance in their buildings. Schedule the alarm to be set each night and monitor as needed. Train your staff on the importance of NEVER leaving building doors propped open.

SAFETY & MENTAL HEALTH

Sarah Smith, Director of Safe and Drug Free Schools

Search and Seizure Procedures

You must have a reasonable suspicion to search a student. A witness must be present and the search must not be done in the presence of other students. If illegal or inappropriate items are found, secure the item(s) and contact law enforcement if appropriate. Complete the Chain of Custody Report form and send it to the 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 our Director of Special Education, District Behavior Consultant, or Director of Safe and Drug Free Schools with any questions.

Xonar Weapons Detection System

BCPS is deploying a weapons detection system that will be in all high schools for the 26-27 school year. For procedures and FAQs, please visit the [Safe Schools Google Site](#).

Emergent 3 (E3) App for School Emergencies

All schools are required to utilize the E3 app for communication and management of school emergencies and information.

Software Systems for School Safety

All Schools are required to set up and utilize/manage these programs that monitor and support students. These are: Bark for Schools, Verkada, Access Control, Handle with Care and Care Solace. Please see the Director of School Safety for more information.

SAFETY & MENTAL HEALTH

Sarah Smith, Director of Safe and Drug Free Schools

Suicide Prevention / Mental Health Wellness

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 as well as be provided a one-hour face-to-face training by school staff by September 15 of each year.

Safe Schools Website:

<https://sites.google.com/bullitt.kyschools.us/bcpssafeschools/home>

Bullitt County Public Schools Police Department and School Resource Officers

BCPS is deploying a BCPS Police Department for the 26-27 School Year and will building upon the department for future years. The goal is to increase the SROs for each school so that each school has one SRO that is employed by BCPS Police Department. This year



Section 8

School Based Decision Making (SBDM)

SCHOOL BASED DECISION MAKING (SBDM)

Dr. Adrienne Usher, Deputy Superintendent / Angie Troutman, SBDM Secretary

Council Purpose & Composition

The purpose of a SBDM Council is to improve student achievement. The administrative structure for school councils required in this section of the statute includes two parents, three teachers and the principal or administrator of the school. In addition, a minority representative shall be required if the school's minority enrollment is 8% or more by the preceding October 1st.

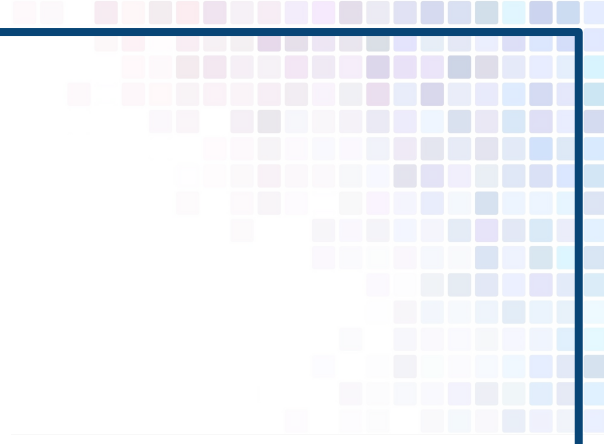
- At your first meeting, the Council sets a regular meeting schedule with dates and times (ex: last Monday of each month at 4:15 p.m.). Do not change or cancel meetings unless absolutely necessary. Public notice of meetings is required at least 24 hours prior to the meeting.
- Special meeting agendas may not be amended.
- Initial training for a Council member is six hours. Experienced members are required to have update training each year for three hours. The district offers these opportunities.

Kentucky Association of School Councils (KASC)

The [KASC](#) is the go-to place for any questions related to SBDM. They have a conference for you and your Council to attend each fall. During the year, all Councils should systematically review SBDM policies and make revisions if needed. Revised policies need to be reviewed by Deputy Superintendent before final approval.

Records Retention

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.



Section 9

Student Attendance

Student Attendance

Steve Smallwood, Director of Pupil Personnel

Attendance: Every Day Counts, Every Student Matters

Regular school attendance is crucial for a child's academic success and social development. At **Bullitt County Public Schools**, we believe that every student brings unique value to our classrooms, and their presence matters deeply to our community.

Regular attendance is about more than just compliance or grades—it is about connection, belonging, and building a foundation for the future success of our students.

When students are present, our school community is complete.

Our Shared Commitment

We view attendance as a partnership between the school, students, and families.

- **Our Promise:** We promise to provide a safe, engaging, and welcoming environment every day. If barriers arise that make getting to school difficult, we promise to listen with empathy and work alongside you to find solutions.
- **Our Expectation for Students & Families:** We ask that you prioritize consistent, daily attendance and communicate with us as early as possible when an absence is unavoidable.
- **Students who attend school 94% or more each year are:**
 - 3.9x more likely to read on grade level by the end of 3rd grade.
 - 3x more likely to graduate on time with their peers.

What is an Excused Absence?

We understand that there are times when a student legitimately cannot attend school. **BCPS** recognizes the following as excused absences, provided the proper documentation is submitted:

- **Student Illness or Injury:** Medical conditions that prevent the student from safely attending school.
- **Medical Appointments:** Doctor, dental, or mental health appointments that cannot be scheduled outside of school hours.
- **Family Emergency:** Serious illness, injury, or a critical emergency within the immediate family.
- **Bereavement:** The passing of a family member or loved one.
- **Religious Observances:** Recognition of a religious holiday or mandatory religious obligation.
- **Parent Notes:** Each student can use up to 6 Parent Notes per school year to cover 6 school days. These will be excused, but they still count against a student's Chronic Absenteeism Rate.

Student Attendance

Steve Smallwood, Director of Pupil Personnel

Educational Enhancement Opportunities (EHO Days)

All **EHO days** must have a significant educational value and be related to the Kentucky core curriculum. EHO days do not count as an absence for the student or the school.

A student may be approved for up to ten (10) EHO days per year for this purpose. Approved students will be allowed to make up all school work. EHO days cannot occur during the school's state assessments or district-wide assessments. Students that have three (3) or more unexcused absences or 6 or more unexcused tardies will not be approved for an EHO day. Please contact your school's attendance secretary or principal for more information about how to apply for an EHO day.

Understanding Critical Attendance Terms

Chronic Absenteeism Defined

Chronic Absenteeism is defined as missing 10% or more of the school year for any reason—including both excused and unexcused absences. Because this measure focuses on total lost instructional time, even well-documented illnesses count toward chronic absenteeism.

Missing just **2** days a month adds up to 10% of the year.

Chronic absenteeism is a leading cause of poor grades and it can make it difficult for students to learn to read by 3rd grade, achieve in middle school and graduate from high school. Chronic absenteeism is a strong predictor of dropping out of high school and also can impact a student's health and well-being, since school is a source of nutritious food and other services that support student success.

Being absent makes it harder for students to build friendships and become active in their school community. Chronic absenteeism also can lead to issues later in life, including poverty, poor health and involvement in the criminal justice system.

Student Attendance

Steve Smallwood, Director of Pupil Personnel

Truancy Defined

Truancy is a legal term defined strictly by unexcused absences. A student is considered truant when they accumulate **3 or more unexcused absences** within a school year.

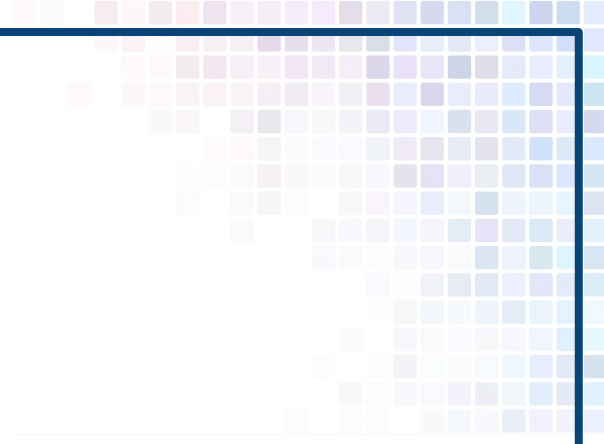
Because truancy reflects a violation of compulsory legal attendance laws, extended unexcused absences may trigger formal interventions, including attendance correction plans, mandatory parent conferences, referrals to community and state support services, and possible legal proceedings for educational neglect and truancy.

The DPP Team is here to help you support your students and families with school attendance.

Our primary goal is never to penalize, but to provide support and assistance to you and your schools to help improve your school attendance.

If your students are experiencing challenges that impact attendance—whether due to health, transportation, anxiety, or other life stressors—**please reach out to us.**

We have a dedicated team of counselors, social workers, and administrators ready to listen and help create a plan that can help students get back on track with their school attendance.



Section 10

Technology

TECHNOLOGY

Kevin Fugate, Director of Technology

Chromebooks

All K-12 BCPS students should be issued a Chromebook. Teachers and students are to utilize Chromebooks and Google Apps for instructional purposes. Damaged or lost Chromebooks must be reported to the school technology coordinator (STC) or Access 24 coordinator. For any technology instructional assistance please contact your school's digital learning coach (DLC).

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 your school's library media specialist or DLC with any questions.

Email Distribution Lists

***Emails needing to be distributed to all BCPS employees must be sent to Director of Communications Stefanie Kleinholter for inclusion in the Bullitt Beacon.**

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 for elementary school principals, abcmisp@bullitt.kyschools.us for middle school principals, and abchsp@bullitt.kyschools.us for high school principals.

G Suite Apps

All district staff and students have access to Google Cloud-based apps in the G Suite. Using their district assigned e-mail address, everyone can use and share within the cloud whether it's Gmail, Google Docs/Sheets/Slides, or Google Classroom, and the list goes on and keeps growing.

TECHNOLOGY

Kevin Fugate, Director of Technology

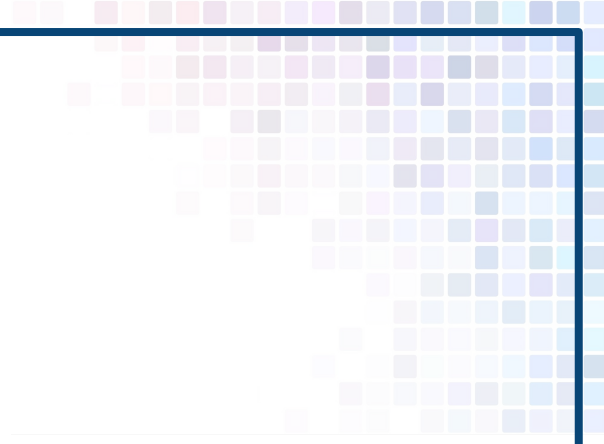
Login Information

Contact the following individuals for various login information:

- Infinite Campus – Tammy Tomes
- Enterprise ERP (formerly MUNIS) – Stephanie Bonnett
- Absence Management (formerly AESOP)/Veritime – Becky Brogan
- Phone System – Kevin Fugate
- Security Cameras – Kevin Fugate or Angie Troutman
- School Security Features – Kevin Fugate and Thomas Stokes

Technology Issues/Work Orders

All technology issues need a work order that will first go to your building's STC. Work orders that the STC escalates or puts in themselves will go from STC to their assigned Computer technician. Anyone with an email address can put in a work order, but can always consult their building STC or principal beforehand. The current technology work order system is called [IncidentIQ](#) and can be found in your BCPS bookmarks on the Chrome Browser.



Section 11

Transportation

TRANSPORTATION

David Phelps, Director of Transportation

Buses

Do not permit anyone to change a child's transportation plan without written permission from a parent or guardian.

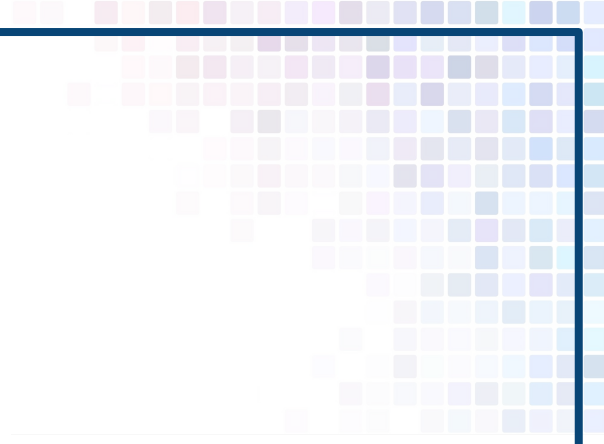
Principals and Assistant Principals should support the bus drivers with discipline issues in a timely manner.

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 Deputy Superintendent for approval. Please contact Kim Lee or Ange Burnett to be set up in the Bushive field trip software.



Section 12

Miscellaneous

MISCELLANEOUS

See list of important district contacts on [page 2](#) as needed

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 the Director of Special Education with any questions.

Board of Education Meetings

Meetings are generally 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 immediate director can fully speak on your behalf or you will need to be present. A list of meetings can be found [HERE](#), under Board Meeting Info.

Comprehensive School Improvement Plan (CSIP)

A committee of teachers and administrators develop/revise the CSIP each year to address areas needing improvement. eProve is the platform that contains all CSIP and CDIP documents.

Court System

Truancy and Educational Neglect cases may need to be addressed through the court system. Contact the Director of Pupil Personnel (DPP) Steve Smallwood in the Department of Pupil Personnel with any questions. Our primary goal is never to penalize, but to provide support and assistance.

MISCELLANEOUS

See list of important district contacts on [page 2](#) as needed

Deadlines

Meet all deadlines. Do not turn anything in late. Prioritize your work in order to meet deadlines.

Directors

Contact your immediate 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 Dr. Amy Allen Compton is the direct supervisor of all middle and high school principals. Utilize these two experts by asking for advice, guidance, suggestions, etc.

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.

Food Services

Todd Crumbacker is the Director of School Nutrition Services for the district. Direct all questions relating to school meal programs, including competitive foods and student-based enterprise, to Todd. You may view School Nutrition policies and procedures in the district's online KSBA Chapter 7 Policy/Procedure Manual.

MISCELLANEOUS

See list of important district contacts on [page 2](#) as needed

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 behavior entries that are office-managed shall be entered in Infinite Campus as a behavior event with an appropriate resolution. All scheduling and attendance are done here as well. Contact Tammy Tomes with any questions.

Mail

We do not have an internal mail service in BCPS so each school is responsible for picking up their 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.

Open Enrollment

There is an open enrollment for full-time employee benefits once a year. Sara Summerville, Benefits Coordinator, 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 our Benefits Coordinator with questions.

MISCELLANEOUS

See list of important district contacts on [page 2](#) as needed

Records Retention

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.

Student Transfers

Please contact the Department of Pupil Personnel to discuss student transfers.

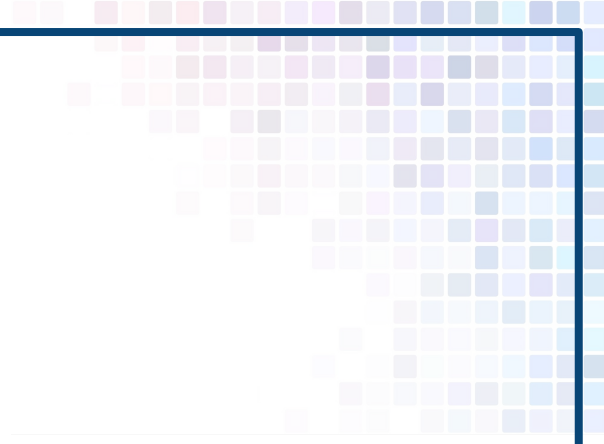
Supervision & Visibility

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

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 embedded into the school's CSIP.

POC for Title 1: Dr. Adrienne Usher, Deputy Superintendent



Section 13

HIRING

INTERVIEW & HIRING PROCEDURES

Step-by-Step Guide

Step 1: Requesting the Interview Memo

Before contacting, interviewing, or hiring any candidates (Certified or Classified), administrators must obtain an official **Interview Memo** from the Human Resources Department.

- **Action Required:** Email **Tresa Payton** (Certified Personnel Specialist) or **Emily Parrott** (Classified Personnel Specialist).
- **What to Include:** State the specific **posting number** and request to interview at least three (3) applicants.



JESSE BACON, SUPERINTENDENT
ADRIENNE USHER, DEPUTY SUPERINTENDENT
BRANDY HOWARD, CHIEF ACADEMIC OFFICER
TROY WOOD, CHIEF OPERATIONS OFFICER

Interview Memo

To: Carla Wilson, Principal - Freedom ES
From: BCPS Human Resources Department
Date: June 10, 2026
Re: Interview Memo - Posting # 140000 - Position Title: Teacher

OPENED: 6/10/2026	CLOSING DATE: 6/16/2026	# of Applicants: 12
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Please Note: All applicants must have graduated, met the GPA requirements, passed the required assessments, and submitted their official transcripts and test scores to EPSS to obtain certification, or have a valid Statement of Eligibility (SOE) on file before they can be hired.

Emergency Certification: The principal must verify that all certified applicants have been excluded before requesting that HR apply for emergency certification for an unqualified applicant. (Employees hired under emergency certification will be non-renewed at the end of the contracted year) *Emergency Certified is not an option for IECE or Special Ed.*

Pending Graduates: Candidates highlighted in blue are eligible for interviews but cannot be offered a position until their degree has been officially conferred. Once they graduate, pass the required assessments, and the degree is reflected on their official transcript, they must initiate the CA-1 application process with EPSS.

Please Note: If interviewing a BCPS employee, remember to contact the principal as a professional courtesy.

Sarah Frye - Substitute Teacher in Hardin County
Rank 3
KEL Professional Certificate for Teaching in Elementary School, P-5

Jimmy D. Peal - Elementary Teacher in JCPS
Rank 3
KEL Professional Certificate for Teaching in Elementary School, P-5

Bonita Smith - Nanny in Louisville, KY
No Certification with EPSS

SAMPLE CERTIFIED MEMO

Please Note: If interviewing a BCPS employee, remember to contact their principal as a professional courtesy.

Interview Memo

To: Jason Baragary, Principal
From: BCPS Human Resources Department
Date: June 4, 2026
Re: Interview Memo - Posting #14780
Clerical Assistant 1 hpd - Shepherdsville Elementary

The Superintendent has authorized me to send the following applicants as eligible candidates to be interviewed for posting #14780:

Important Notes:

- **Posting Period:**
(1) Job Postings must be open for a minimum of 15 days.

Posted: May 27, 2026 Closed: June 10, 2026

- **Interview Requirement:** At least three candidates must be interviewed unless fewer applications are received.
(1) Number of Applicants: 8
- **Hiring Restrictions:** Recommendations for hire will not be accepted until

June 11, 2026

to ensure all applicants have the opportunity to apply and be considered, unless you submit a waiver request and Dr. Hurt approves.

- **Education Requirement:** All candidates recommended for hire must provide proof of a high school diploma or equivalent to Human Resources.

Please refer to the "Reference Check Key" for important information on the status of the applicant's references.

##Sue Smith

Noted holds a high school diploma from Bullitt Central High School

##Betty Davis

Current BCPS employee - Sub Custodian District Wide
Noted holds a high school diploma from Bullitt East High School

SAMPLE CLASSIFIED MEMO

INTERVIEW & HIRING PROCEDURES

Step-by-Step Guide

Step 2: Reviewing Candidate Eligibility (Color-Coded Status)

CERTIFIED

Once you receive the Interview Memo, review the applicant list carefully. Candidate eligibility is strictly determined by the color of their name & credentials:

BLACK	Eligible: You are permitted to interview the candidate.
BLUE (New Graduate)	Eligible for Interview/Recruitment. You may interview them, but an official hire request cannot be submitted to HR until they are fully certified.
RED	Ineligible. Do Not contact or interview this candidate.

 **Note on RED Candidates:** If a candidate in red later obtains the proper certification, they must contact HR directly and submit their official documents. Do not interview them until HR updates the memo and changes their status to black.

Step 2: Reviewing Candidate Eligibility

CLASSIFIED

Emily in HR will review the applicant's credentials to determine their qualifications for the classified position.

INTERVIEW & HIRING PROCEDURES

Step-by-Step Guide

Step 3: Conducting Reference Checks

References must be checked for ALL applicants. Pay close attention to the following guidelines:

- **"Check References Carefully" Notes:** If HR includes this specific notation next to an applicant, it indicates a concern or issue. The hiring official is expected to dig deeper into the applicant's background before calling the applicant for an interview.
- **Current or Former BCPS Employees:** Out of professional courtesy, the hiring official should directly contact the applicant's current or former BCPS principal to obtain a reference.

Please note: Applicants who are red-flagged (e.g., individuals previously terminated from BCPS) will automatically be hidden from the principal's view on the TalentEd Recruit & Hire site. Any red-flagged applicants will be noted in the memo.

INTERVIEW & HIRING PROCEDURES

Step-by-Step Guide

Step 4: Submitting the Hire Request

- **Interview Minimum:** You must interview a minimum of **three (3) applicants** before making a hiring decision.
- **Certification Equity:** Certified applicants holding an **Option 6 or Option 7 Eligibility Letter** are on equal hiring footing as traditionally certified applicants.
- **Timing:** Do not submit a formal request for hiring until *after* the vacancy's official closing date.

EXPEDITED HIRING

Certified Positions:

Beginning **15 days before the first day students report**, Human Resources may request a waiver from the Kentucky Department of Education (KDE) to waive the standard 15-day job posting requirement, allowing vacancies to be filled more quickly.

Classified Positions:

The Director of Human Resources may approve **emergency hires** for classified positions to ensure uninterrupted support for schools and district operations. Principals requesting an emergency hire must submit the request via email to **Dr. Hurt**, including the reason the position requires immediate filling.

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

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.

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- _____ 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.

We are BCPS

