

Fleming County Schools

Human Resources Framework

2024-2025



*The vision of Fleming County Schools is to become a
District of Distinction.*

District Core Beliefs and Values

Fleming County Schools is focused on a set of values and beliefs that all stakeholders of the school district (parents, students, teachers, and staff) will follow in order to create and sustain a learning environment that supports the positive academic and behavioral growth of all students.

District Beliefs

We Believe...

- Continuous improvement is essential to stakeholder empowerment.
- A world-class education is essential to college & career readiness.
- Connected and efficient systems are essential for 21st Century teaching and learning.
- Parent and community engagement are essential for student success.

District Mission Statement

The mission of Fleming County Schools is to unite with family and community to provide an equitable, high quality education that meets the needs of each student in a caring and safe learning environment, which will ensure that students become successful throughout life.

District Vision

The Fleming County School District vision is to become a "District of Distinction".

Equity Statement

All Fleming County Schools' students deserve the right to a free, safe, personalized, and equitable education without barriers and prejudice. All staff are responsible for creating the best learning environment, experiences, and opportunities that will lead to all students becoming college, career, and life ready.

Strategic Framework Principles

As Fleming County Schools moves toward becoming a premier 21st Century organization of learning, the main area of focus will always be student achievement. We must strengthen our commitment to continuous improvement in order to sustain what we have already accomplished as we push the boundaries to provide a world-class education for ALL students. Furthermore, through regular monitoring and evaluation, as a district we will address these framework principles:

- Engagement of all students to ensure success
- Development of a common curriculum with common assessments
- Analysis of data and student work through professional learning communities and collaboration
- Empowerment of all stakeholders through collaborative leadership structures
- Connecting all of the district's systems

These principles lay a foundation for schools, and more importantly, students. Additionally, all of the focus areas are critical to becoming a District of Distinction and a Cognia accredited school district.

FCS Human Resources Team

Name	Area of Responsibility	Contact Info
Lesia Eldridge	Human Resources Director	845-5851 Lesia.eldridge@fleming.kyschools.us
Tina Fearin	Payroll Specialist Leave Coordinator/Retirement	845-5851 Tina.fearin@fleming.kyschools.us
Angela Hughes	HR Assistant TalentED/KEPS/Aesop	845-5851 Angela.hughes@fleming.kyschools.us
Shauna Duff	Benefits Coordinator	845-5851 shauna.duff@fleming.kyschools.us
Michelle Hunt	Equity Officer/Title IX Professional Development Coordinator	845-5851 Michelle.hunt@fleming.kyschools.us

**Fleming County Schools
Human Resources Department Timeline**

Month	Activity	Complete
July		
1	Timesheets/Extended Day Calendars Submitted for Month of June	
1	New Extended Day Calendar -- Tentative Work Plan for New School Year	
1	AG Teacher Extended Day KDE Documentation/Report Due to CTE Director	
1	Quarterly Unemployment	
8	BOE Personnel Report	
10	Central Registry Check Report	
10	KY New Hire Reporting (Prior Month)	
12	Finalize Transfer Assignments (30 days before start of school year)	
15	State/Federal Taxes (City Taxes - quarterly)	
15	KPPA (Prior Month)	
20	Payroll	
25	Federal Health Report	
30	KTRS Report	
	Certified Evaluation Update (extended day employees)	
	Update Certified Evaluation Schedule & Folders	
	Exit Surveys	
	New Hire Paperwork	
	Vector/Safe Schools Trainings -- Assignments	
	Finalize Plans for New Employee Orientation	
	Schedule Substitute Teacher Orientation Sessions	
August		
1	Timesheets/Extended Day Calendars Submitted for Month of July	
9	Contracts Finalized for New Employees	
10	Central Registry Check Report	
10	KY New Hire Reporting (Prior Month)	
12	New Employee Orientation	
12	BOE Personnel Report	
15	EOY Reports (KTRS/KPPA - Prior Year)	
15	State/Federal Taxes (City Taxes - quarterly)	
15	KPPA (Prior Month)	
20	Payroll	
25	Federal Health Report	
26	Employee Handbook/Acknowledgement Form Submitted	
26	Required Trainings Complete in Safe Schools/Vector/Acknowledgement Form Submitted	

**Fleming County Schools
Human Resources Department Timeline**

30	KTRS Report	
	Exit Surveys	
	New Hire Paperwork	
	Certified Evaluation Update for 185-Day Employees (first 30 days)	
	Substitute Teacher Orientation Sessions	
September		
1	Timesheets/Extended Day Calendars Submitted for Month of August	
10	Deadline for Certified Evaluation Update for 185-Day Employees	
9	BOE Personnel Report	
10	Central Registry Check Report	
10	KY New Hire Reporting (Prior Month)	
13	Final Staffing Allocation Update to Schools/SBDM	
15	Certified Employee Rank Change Deadline	
15	State/Federal Taxes (City Taxes - quarterly)	
15	KPPA (Prior Month)	
20	Payroll	
25	Federal Health Report	
30	KTRS Report	
30	Professional Growth Plans Due to Central Office	
30	All New Hire Paperwork Complete	
	Exit Surveys	
	Master Staff List & MUNIS Clean-up	
October		
1	Timesheets/Extended Day Calendars Submitted for Month of September	
1	Quarterly Unemployment	
	Open Enrollment -- Employee Insurance	
	LEAD Report - Clean-up	
7	BOE Personnel Report	
10	Central Registry Check Report	
10	KY New Hire Reporting (Prior Month)	
15	State/Federal Taxes (City Taxes - quarterly)	
15	KPPA (Prior Month)	
20	Payroll	
25	Federal Health Report	
30	KTRS Report	
	Exit Surveys	
	Retirement Audit -- TBD	
November		
1	Timesheets/Extended Day Calendars Submitted for Month of October	
10	Central Registry Check Report	

**Fleming County Schools
Human Resources Department Timeline**

10	KY New Hire Reporting (Prior Month)	
11	BOE Personnel Report	
15	LEAD Report Due	
15	State/Federal Taxes (City Taxes - quarterly)	
15	KPPA (Prior Month)	
20	Payroll	
25	Federal Health Report	
30	KTRS Report	
	Exit Surveys	
	Approval of SY 2025 Academic Calendar	
December		
1	Timesheets/Extended Day Calendars Submitted for Month of November	
6	Deadline for Payment of Fall Stipends/Supplements	
9	BOE Personnel Report	
10	Central Registry Check Report	
10	KY New Hire Reporting (Prior Month)	
15	State/Federal Taxes (City Taxes - quarterly)	
15	KPPA (Prior Month)	
20	Payroll	
25	Federal Health Report	
30	KTRS Report	
	NBCT Candidate Score Reports Released	
	Exit Surveys	
	Preliminary Staffing Allocations for SY 2026	
	Budgeting for SY 2026	
January		
1	Quarterly Unemployment	
6	Timesheets/Extended Day Calendars Submitted for Month of December	
10	Central Registry Check Report	
10	KY New Hire Reporting (Prior Month)	
13	BOE Personnel Report	
15	EOY Tax Documents (W-2) Prior Year	
15	State/Federal Taxes (City Taxes - quarterly)	
15	KPPA (Prior Month)	
20	Payroll	
25	Federal Health Report	
30	KTRS Report	
31	Annual OSHA Report	
	Preliminary Staffing Allocations for SY 2026	
	Budgeting for SY 2026	

**Fleming County Schools
Human Resources Department Timeline**

	Exit Surveys	
	Finalize New Hire Paperwork	
February		
1	Timesheets/Extended Day Calendars Submitted for Month of January	
1	Tentative Staffing Allocations to Schools/SBDM	
1	Staffing/Personnel Action Window Begins for SY 2026	
10	Central Registry Check Report	
10	KY New Hire Reporting (Prior Month)	
10	BOE Personnel Report	
15	State/Federal Taxes (City Taxes - quarterly)	
15	KPPA (Prior Month)	
20	Payroll	
25	Federal Health Report	
30	KTRS Report	
	Exit Surveys	
	Review Board Policies/Procedures -- Directors/CO Staff	
March		
1	Timesheets/Extended Day Calendars Submitted for Month of February	
1	Tentative SBDM Funding Allocation to Schools	
10	Central Registry Check Report	
10	KY New Hire Reporting (Prior Month)	
10	BOE Personnel Report	
15	Re-Employment Forms in TalentED -- All Staff	
15	State/Federal Taxes (City Taxes - quarterly)	
15	KPPA (Prior Month)	
20	Payroll	
25	Federal Health Report	
28	Submit Revisions to Board Policies/Procedures -- All Departments	
30	KTRS Report	
	Exit Surveys	
	Notifications - Certificate Renewals	
	Voluntary Transfer Requests in TalentED	
April		
1	Timesheets/Extended Day Calendars Submitted for Month of March	
7	BOE Personnel Report	
8	Updates to Job Descriptions/New Job Descriptions to BOE for Approval	
10	Central Registry Check Report	
10	KY New Hire Reporting (Prior Month)	
15	State/Federal Taxes (City Taxes - quarterly)	
15	KPPA (Prior Month)	

**Fleming County Schools
Human Resources Department Timeline**

20	Payroll	
25	Federal Health Report	
30	KTRS Report	
	Salary Schedule for SY 2026 to BOE for Approval	
	Prep for Reductions/Non-Renewals/Transfers	
	Exit Surveys	
	Voluntary Transfer Requests in TalentED	
May		
1	Timesheets/Extended Day Calendars Submitted for Month of April	
1	Deadline for Voluntary Transfer Requests	
1	Deadline for Certified Professional Development Verification	
1	Employee Summative Evaluations Complete	
1	Updated Funding Allocations to Schools/SBDM	
1	Substitute Assurance Letters	
7	Summative Evaluations due to HR Director	
10	Central Registry Check Report	
10	KY New Hire Reporting (Prior Month)	
12	BOE Personnel Report	
15	Deadline - Notifications of Non-Renewal	
15 (or 90 Days)	Deadline - Notifications of Demotion for Certified Administrators	
15 (or 90 Days)	Deadline - Notification of Reduction of Duties/Salary	
15	State/Federal Taxes (City Taxes - quarterly)	
15	KPPA (Prior Month)	
20	Payroll	
25	Federal Health Report	
30	Notification of Estimated Salary for SY 2026	
30	Contracts for SY 2026	
30	KTRS Report	
	Meet with Admin/Principals - Review Hiring Process	
	Exit Surveys	
	New Hire Paperwork	
	Final Notifications - Certificate Renewals	
June		
1	Timesheets/Extended Day Calendars Submitted for Month of May	
9	BOE Personnel Report	
10	Central Registry Check Report	
10	KY New Hire Reporting (Prior Month)	
15 (or 45 Days)	Deadline - Estimated Salary for SY 2026	
15	State/Federal Taxes (City Taxes - quarterly)	
15	KPPA (Prior Month)	

**Fleming County Schools
Human Resources Department Timeline**

20	Payroll			
25	Federal Health Report			
30	KTRS Report			
	Exit Surveys			
	New Hire Paperwork			
	New Hire Contracts			
	Update Employee Handbook			
	Update Substitute Teacher Handbook			

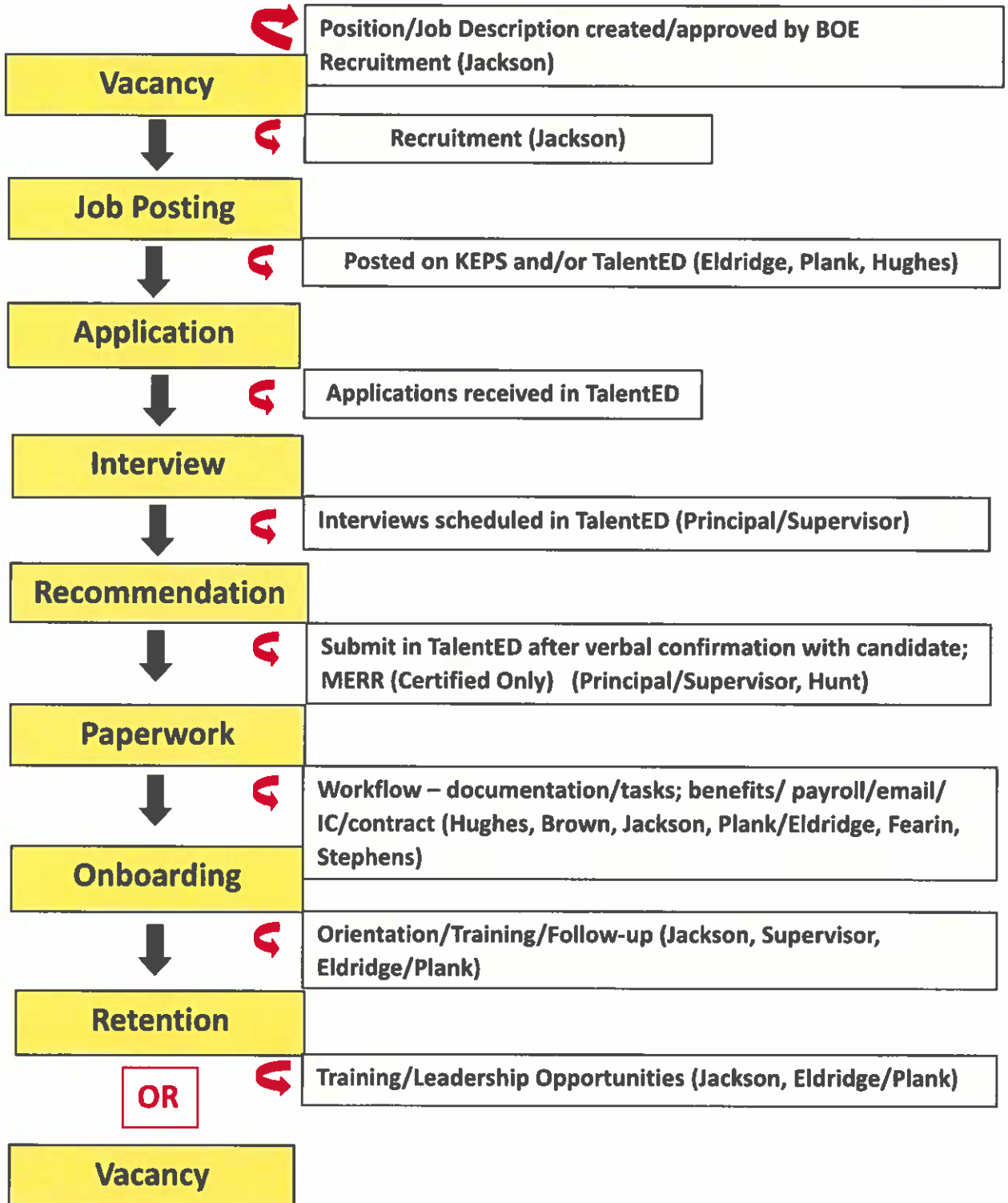
Fleming County Schools

Hiring Procedures



The vision of Fleming County Schools is to be a District of Distinction.

FCS Hiring Process



I. Vacancy

A vacancy can occur several ways. The most common is when a current employee either resigns, retires, is terminated or transferred to another position. For a resignation or retirement, a signed letter of their intent to either retire or resign from the current employee must be received by the HR department before that position can be considered vacant. In the event of a termination or transfer, the HR department would be creating the documentation to create the vacancy.

A vacancy can also be created if the board approves new positions. In this situation the board would approve the vacancy, new job description (if needed) and updated salary schedule (if position is new to district). The board minutes are then the documents needed to approve the vacancy.

I. Recruitment

The district (and schools when applicable) participates in job fairs at venues across the region and state. These typically take place on college/university campuses. Staff attend in order to meet prospective candidates and stimulate interest in the district. Additionally, ads are placed in various newspapers, websites, and social media in order to promote positions for which the district is planning to hire.

II. Job Posting

After a vacancy occurs, the job is posted on the districts TalentEd Recruit and Hire platform and KEPS (certified only). The HR Assistant will update the job posting with description and contact information. Posting will also be assigned to the appropriate supervisor to receive updates from applicants.

A certified job posting must be posted for 15 days before it can be officially hired. A classified job posting must be posted for 5 days before it can be officially hired.

III. Application

Potential employees will submit their application on the TalentEd Recruit and Hire platform. Application notifications will be sent to the supervisor in charge of selecting applicants for interviews and submitting hiring recommendations to the superintendent.

IV. Interview

All applicants must apply for the position through the TalentEd system. All applicants need to be reviewed and confirmed that they are qualified for the position before an interview is scheduled. Selection of applicants to interview should be performed by the hiring committee. The hiring committee's composition will be based on the position type. Whether it is the SBDM, internal hiring

committee or hybrid group, it is always best practice to have a minimum of 3 interviewers. This group will need to develop a list of questions that will be asked to each applicant.

The TalentEd system is used for setting up and scheduling interviews. It is best practice to select a minimum of 3 applicants to be chosen for an interview.

V. Recommendation

Principal contacts recommended applicant with a verbal job offer contingent upon:

- Administrator approval and a formal digital job offer
- Satisfactory background check
- Satisfactory state and national sex offender registry
- Verification of proper certification/licensure
- Satisfactory reference checks
- Digital paperwork
- Physical(Certified Employee)/Drug test(all staff)

Principal completes MERR form (certified only) and emails to HR Assistant. Principal recommended hiring in TalentEd applicant tracking. Select application manager, click the applicant's blue folder, select the Interview tab, click Add Recommendation to Hire, Fill out form and Submit. Make sure mid-year hire starts on the 1st of the month.

VI. Digital Paperwork/Documentation

After the District administrator approves, digital paperwork will be generated for the new employee. Documentation will be stored in the digital personnel folder under each employee. Personal email will be used until Fleming email is created.

Employee new hire paperwork MUST be completed before receiving their first paycheck.

VII. On-Boarding

New employees will attend an orientation meeting at the district level (before school starts at the beginning of the year or at the beginning of the month for late hires). The district will provide essential information for employment in Fleming County Schools. This will be a full day for certified staff or one-half day for classified staff. Classified staff will report the second half-day to the job site to continue orientation with their supervisor, if applicable.

VIII. Retention

Fleming County Schools provides opportunities for leadership and additional training opportunities or professional learning. There are numerous committees and cohort groups that staff may choose or apply to participate in. Examples include: Superintendent's Advisory Council, Teacher Leader Focus Group, eleot Cohort, Aspiring Administrator Cohort, NBCT Cohort, Calendar Committee, etc.

IX. Vacancy

A vacancy can occur several ways. The most common is when a current employee either resigns, retires, is terminated or transferred to another position. For a resignation or retirement, a signed letter of their intent to either retire or resign from the current employee must be received by the HR department before that position can be considered vacant. In the event of a termination or transfer, the HR department would be creating the documentation to create the vacancy.

A vacancy can also be created if the board approves new positions. In this situation the board would approve the vacancy, new job description (if needed) and updated salary schedule (if position is new to district). The board minutes are then the documents needed to approve the vacancy.

TalentEd Hire (Applicant Tracking)

Human Resources Director

- Identifies position to be filled with funding source
- Review current staff to determine if internal transfer could fill vacant position
- Vacancy occurs:
 1. Death
 2. Leave of Absence
 3. New Position
 4. Resignation
 5. Retirement
 6. Termination
 7. Non-renewal
 8. Transfer

Human Resources Assistant

- Post certified vacant position in KEPS
- Post vacant position on TalentEd Hire
 - A. Certified positions must be posted 15 days before recommendation
 - B. Classified positions must be posted 5 days before recommendation
- Collected applications are emailed to hiring principal/director

Principal/Director

- Review Application

- School conducts interviews
- Principal completes MERR form (certified only) and emails to Personnel Clerk
- Principal completes Recommendation in TalentED Hire
- Principal contacts recommended applicant for a verbal job offer contingent upon:
 - Administrator approval
 - Satisfactory background check
 - Satisfactory state and national sex offender registry
 - Verification of proper certification/licensure
 - Satisfactory reference checks
 - Digital paperwork
 - Drug test

District Administrator/Human Resources Director

- District administrator approval
- Digital paperwork will generate to new employee

Updated February 2024

**Fleming County Schools
Hiring Checklist**

- Vacancy Posted
- Interviews/Check Credentials and References
- Check Posting Timeline
- Make Verbal Offer
 - Share Salary Schedule (Tentative)
 - Share General Employee Benefits
 - Share Number of Days to be Contracted
- Upon Verbal Acceptance, Create Recommendation in TalentEd
- Submit MERR Report (Certified Only)
- Approvals inTalentEd
- Employee Accepts Formal Offer of Employment, Completes Required Paperwork, and Other Tasks (i.e. Background Check, Physical, Drug Screen, etc.)
- If Emergency or Alternate Option, Additional Paperwork/Tasks Are Required)
- Public Announcement (After Posting Timeline Ends)
- Notify New Employee of Best Estimate of Salary (Based on Rank/Years Experience Verified)
- Issue Contract
- Schedule Individual Employee Benefits Meeting
- Place on BOE Personnel Report
- Employee Orientation/Training

SPECIAL NOTE:

- By September 15 - Provide final notice of allocation of positions to SBDM, if applicable

Updated February 2024

**Fleming County Schools
Transfer Checklist**

- Vacancy (Posted/Not Posted)
- Interview (As Needed)
- Check Credentials
- If Posted, Check Posting Timeline
- If Position Was Posted, Create Recommendation in TalentEd
- If Position Was Posted, Submit MERR Report (Certified Only)
- Issue Transfer Assignment Letter
- Employee Signs Transfer Letter and/or Contract
- Public Announcement (After Timeline/Acceptance)
- Place Signed Transfer Letter and/or Contract in Personnel File
- Employee Completes Required Paperwork in TalentEd (If Position Was Posted)
- Place on the BOE Personnel Report
- Required Training
- Evaluate Performance (On-going)

SPECIAL NOTE:

- By September 15 - Provide final notice of allocation of positions to SBDM, if applicable

Updated February 2024

**Fleming County Schools
Interim Assignment Checklist**

- Vacancy Posted
- Review Applicants/Conduct Interviews
- Check Credentials
- Check Posting Timeline
- Issue Interim Assignment Letter, to include:
 - Position Title (identified as "interim")
 - Adjustments to Salary (rate, work days, stipends, etc.)
 - Job Description
- Employee Signs Interim Assignment Letter and/or Contract
- Public Announcement (After Timeline/Acceptance)
- Place Signed Interim Assignment Letter and/or Contract in Personnel File
- Employee Completes Required Paperwork, as required
- Place on the BOE Personnel Report
- Required Training
- Evaluate Performance (On-going)
- Position Remains Posted (TalentEd and KEPS)
- End of Interim Term – Issue Letter Ending Interim Term to Include:
 - End Date
 - Reduction in Duties, Salary, Work Days (following regulation)
 - New Placement (if known – follow transfer checklist)

SPECIAL NOTE:

- By September 15 - Provide final notice of allocation of positions to SBDM, if applicable

Updated March 2024

**Fleming County Schools
Employee Resignation Checklist**

Employee Name: _____ **Work Location:** _____

Principal or Supervisor will ensure that all items on the checklist have been completed before the employee leaves the district:

- Letter of Resignation Received and Forwarded to HR Director
- Exit Survey Link Shared with Employee
- Employee Meets with Payroll (remaining salary calculation)
- Employee Meets with Benefits Coordinator (insurance/other)
- De-Activate Building Access Code
- Collect/De-Activate FCS Staff ID Badge
- Collect Classroom/Building Keys
- Collect District/School Property, Equipment, Materials, or Resources, etc. (including computers/other electronics)
- Remove/De-Activate Access to Programs and Other Platforms
- Collect Data, Documents, Records, Work Artifacts, etc.
- Other:

Principal/Supervisor Signature: _____ **Date:** _____

****Please provide a completed copy of checklist to FCS Human Resources Director***

Updated March 2024

**Fleming County Schools
Employee Retirement Checklist**

Principal or Supervisor will ensure that all items on the checklist have been completed before the employee leaves the district:

- Letter of Resignation/Retirement Received and Forwarded to HR Director (must specify retirement effective date)
- Exit Survey Link Shared with Employee
- Employee Meets with Payroll (remaining salary calculation/retirement paperwork submission/final pay)
- Employee Meets with Benefits Coordinator (insurance/other), if applicable
- De-Activate Building Access Code
- Collect/De-Activate FCS Staff ID Badge
- Collect Classroom/Building Keys
- Collect District/School Property, Equipment, Materials, or Resources, etc. (including computers/other electronics)
- Remove/De-Activate Access to Programs and Other Platforms
- Collect Data, Documents, Records, Work Artifacts, etc.
- Other:

Principal/Supervisor Signature: _____ **Date:** _____

****Please provide a completed copy of checklist to FCS Human Resources Director***

Updated March 2024

**Fleming County Schools
Employee Non-Renewal/Termination Checklist**

Principal or Supervisor will ensure that all items on the checklist have been completed before the employee leaves the district:

- Official Letter of Termination Provided to Employee
- Exit Survey Link Shared with Employee (Optional)
- Employee Meets with Payroll (remaining salary calculation)
- Employee Meets with Benefits Coordinator (insurance/other)
- De-Activate Building Access Code
- Collect/De-Activate FCS Staff ID Badge
- Collect Classroom/Building Keys
- Collect District/School Property, Equipment, Materials, or Resources, etc. (including computers/other electronics)
- Remove/De-Activate Access to Programs and Other Platforms
- Collect Data, Documents, Records, Work Artifacts, etc.
- Other:

Principal/Supervisor Signature: _____ **Date:** _____

****Please provide a completed copy of checklist to FCS Human Resources Director***

Fleming County Schools

Recruitment & Retention Plan



The vision of Fleming County Schools is to be a District of Distinction.

Attract - Recruitment

- A. The district will address the needs of each school building to identify position openings.
- B. The district will conduct (March/April) In-person/Virtual Job Fairs in conjunction with the Fleming County Chamber of Commerce to attract local and external candidates.
- C. All vacant positions will be posted on the district website through TalentEd. All certified vacancies will be posted on Kentucky Educator Placement Service (KEPS).
- D. The district will create a recruitment campaign to be used at career fairs and other recruiting events.
- E. The Recruit and Retention coordinator will attend university career fairs, visit with local colleges for speaking engagements and recruiting opportunities. Invite potential teachers to observe the school district.
- F. Fleming County High School will launch the Teaching and Learning Pathway within the locally-operated CTE program. The student organization associated with the pathway is Educators Rising. This will contribute to local recruiting efforts into the teaching profession.

Minority Teacher Recruitment Plan

Fleming County Schools realizes the importance of providing students with opportunities to interact with students and staff from different racial, ethnic, and economic backgrounds. Furthermore, the Board of Education supports programs that provide integrated learning experiences for our students. Included in the district's efforts in this regard is the active recruitment of minority teachers and staff. The district will continue to recruit, hire, and retain minority staff as important steps in the district's overall commitment to attracting and hiring the most qualified people to provide the best possible educational experiences and learning opportunities for all students.

The following actions will be implemented to the extent possible with regard to minority recruitment:

- Advertise in newspapers from communities with a high minority populations.
- Establish a relationship/ teacher pipeline with Kentucky State University, a Historically Black College University.

- Post positions on external platforms to maximize the applicant pool.

Onboarding - Affirm

- A. The district will conduct an annual orientation for new employees. Monthly orientations will be provided to employees that join FCS in the middle of the school year.
- B. New employees will receive an onboarding checklist through TalentED. Employees may submit their required employment paperwork electronically.
- C. New teachers to FCS will participate in Fleming County Induction Training (FIT), a program designed to support new employees.

Retain - Engage

- A. The district and schools will work to retain employees that exhibit exemplary performance.
- B. The district will recognize employees throughout the year (i.e national school counselors week, principals day, administrative professionals day).
- C. The district will spotlight employees weekly on social media.
- D. The district will refer FCS employee awards to Campbellsville University Teacher of Excellence, Fleming County Chamber of Commerce, Kentucky Department of Pupil Personnel Association, and other organizations across the state.
- E. The district Human Resources Team will facilitate training with direct reports on employee engagement.
- F. The district will seek opportunities for employee professional development and leadership opportunities (i.e National Board Certification opportunities, Rank change through regional cooperatives, and other professional development opportunities.)

Retention Strategies

General	<ul style="list-style-type: none"> ● School Calendar ● Competitive Salary ● Expanded Personal Leave ● Average Student-Teacher Ratio 16:1 (2020-21)
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	<ul style="list-style-type: none"> ● Investment in Community (Community Outreach) ● Celebrations (Special Occasions, Achievements, Professional Recognition, etc.) ● Assistance/Support with Rank Change (NBCT Cohort) ● Exploration of new Rank Change Programs through KEDC and UK Next Generation Leadership Academy
Leadership/Input	<ul style="list-style-type: none"> ● Transformation & Innovation Team ● Impact Coaches ● SBDM Council ● Superintendent Advisory Council ● School Leadership Teams ● School/District Committees ● Focus Groups ● Stakeholder Surveys
Professional Learning	<ul style="list-style-type: none"> ● Wide Variety of Professional Learning Opportunities ● elite Cohort* ● Aspiring Administrator Cohort* ● National Board Certified Teacher Cohort ● Arts Grants (through NKCES and KEDC) ● Project-Based Learning Cohorts (Magnify & PBL Works) ● Local Writing Project ● Professional Learning Opportunities through partnerships with two regional education cooperatives (NKCES & KEDC)
Innovation	<ul style="list-style-type: none"> ● UK Next Generation Leadership District ● L3 District (Cohort 1) ● Deeper Learning District ● PBL District ● State Leader in Graduate Profile Development & Implementation
Support	<ul style="list-style-type: none"> ● New Employee Orientation ● New Teacher Induction Program (district level) ● New Teacher Orientation/Support (school level) ● New/Inexperienced Teacher Mentoring Program ● School Leadership Support Team (School Leader Mentoring Program) ● Principals' PLC ● Counselor/Building Assessment Coordinator Cadre ● Grade Level/Content PLC (school level) ● School-wide PLCs ● Grade Level/Vertical Teams (district level)

	<ul style="list-style-type: none">● NBCT Mentor● Collaborative Release Time
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Exit Survey

Employees who resign from the district are asked to complete a state-wide exit survey. The data is compiled at the state level and is anonymous.

Equal Employment Opportunity

The Fleming County Board of Education will provide equal employment opportunities for all persons without regard to race, gender, color, religious creed, national origin, age, sex, sexual orientation, disability, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability, or abilities unrelated to the performance of the duties of the position. The Board of Education directs the administration to set as a goal, the recruitment, selection, and employment of qualified people among all racial and ethnic groups.

The Board of Education requests an annual report from the Superintendent concerning the extent to which the above-mentioned affirmative action program goals are being achieved.

No advertisement of employment opportunities may by intent or design restrict employment based upon discrimination as defined by law.

Fleming County Schools

New Employee Orientation/On-Boarding



The vision of Fleming County Schools is to be a District of Distinction.

FCS Orientation Program

Key Components:

- Beginning of the Year (July/August)
- Monthly (as needed) - late hires
- Full-time Employees
- Full day at district level for certified staff
- Monthly follow-up support meetings for certified staff
- Half day at district level for classified; dismiss to worksite to continue orientation
- Employee Orientation Packet with information covered in the session
 - Vision/Mission
 - District Expectations
 - Highlights from departments (differentiate based on make up of new employee group)
 - Instructional Topics (certified)

Tentative Agenda

8:30 Welcome
District Vision/Mission/Expectations
Introductions of Key Staff (Supt/HR)

Do's/Don'ts - Behavior Expectations of Employees

- Knowing your boundaries (professional ethics)

Departments - Schedule each department as needed (highlights of important items that staff need to know - policies/procedures)

Review of District Webpage - Navigation & Helpful Links

Dismiss to lunch on their own. (or we provide)

After lunch, classified employees should meet at their work site with the principal/assistant principal/supervisor. Teachers/Certified Staff remain in the afternoon session for district-wide curriculum/instructional focus.

Possible Topics:

- Focus on Student Growth
- BRIDGE Performance Indicators
- Certified Evaluation/Professional Development
- Student Support Services

- Eleot Walkthroughs

Materials Needed:

- Shirt/Goodie Bags
- Binder or Orientation folder with documents organized in the order of the agenda
- Pens
- Post-its
- Recruiting Video (commercial for district)