

# Hawkins County Schools

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TO: ALL SECRETARIES, BOOKKEEPERS, DATA CLERKS AND EDUCATIONAL ASSISTANTS (TITLE I, STATE, LIBRARY, SPECIAL EDUCATION, 504, ETC...)  
FROM: OFFICE OF THE DIRECTOR  
SUBJECT: BACK-TO-SCHOOL INFORMATION (2010-2011 SCHOOL YEAR)  
DATE: JULY 2010

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WELCOME BACK TO A NEW SCHOOL YEAR! If you are a first time employee this year, we welcome you to the Hawkins County School System's family of valued employees. As we begin this new school year (Monday, August 9th), we wish to inform you of several bits of information which will be important to you. Please retain this letter in your records for future reference.

Monday, August 2nd, is the first official day back to work for 10-month secretaries. All Data Clerks will meet with Steve Starnes on August 2<sup>nd</sup> and 3<sup>rd</sup> at the Training Center/Bus Shop beginning at 8:30 each day. This will be the two days of required in-service for all Data Clerks. Databases for the 2010-2011 school year will be finalized along with training on Star Student. Regular Education Homebound Teachers will meet on August 5<sup>th</sup> at 9:00 with Steve Starnes. Truancy Officers will meet August 6<sup>th</sup> at 8:30 with Steve Starnes. Homebound teachers and Truancy Officers will meet in Mr. Starnes' office.

All educational assistants and Data Clerks (employed as full-time) will work 180 days (177 days when students are present and three Staff Development Days from Stockpile: Tuesday, Sept 28th (full day), Monday, January 3rd (full day) and Monday, March 7 (full day). Educational assistants and Data Clerks will account for seven (7) hours per day on their respective Time Sheets for each of the three Staff Development Days from Stockpile as well as the 177 days with students. Educational assistants and Data Clerks work only on the days students are present (with the exception of the three Staff Development Days from Stockpile) and do not typically work on Teacher In-service Days. **Educational Assistants and Data Clerks will work a full day on August 9<sup>th</sup>.** Please also review the required in-service section below.

All full-time educational assistants and Data Clerks are employed for 9 3/4 months (195 days). Five (5) days of this total are considered to be "Paid Holidays" and should be included as part of your regular Time Sheet: Labor Day, Thanksgiving, Christmas, New Year's Day, and Good Friday. Ten (10) days included in the approved pay scale are considered to be "Paid Vacation Days" (earned @ one day per month of work not to exceed 10 days); however, vacation days are not actually taken or recorded on Time Sheets. The remaining 180 days worked are on days when students are present and the three Staff Development Days from Stockpile.

SPECIAL NOTE: As you are probably aware, the Board-approved school calendar for the 2010-2011 school year is based on "extended days for students". Educational assistants and Data Clerks will work only seven (7) hours per day. All educational assistants and Data Clerks should keep their respective Time Sheets from the first day of each calendar month through the last day of each calendar month. Educational assistants who are employed part-time in two or more different programs will need to complete appropriate Time Sheets for each program with the appropriate proportional times respective to the program:

Full Time = 7 hours                      1/3 Time = 2 hours and 20 minutes  
1/4 Time = 1 hour and 45 minutes      2/3 Time = 4 hours and 40 minutes  
1/2 Time = 3 hours and 30 minutes      4/5 Time = 5 hours and 35 minutes

$\frac{3}{4}$  Time = 5 hours and 15 minutes                       $\frac{1}{5}$  Time                      = 1 hour and 25 minutes

Again, only the 177 days students are present, the three staff development days from stockpile, and the prescribed five paid holidays are to be recorded on each program's time sheet. Completed and appropriately signed time sheets should be forwarded to the Central Office immediately following the end of each calendar month.

Educational assistants and Data Clerks may choose to receive their annual salary in 10 or 12 monthly installments. This choice is included on the information form to be filed with our Bookkeeping Department.

**SPECIAL NOTE:** If not already completed, new employees or those employees returning-from-some-type-of-leave will need to complete necessary paperwork in the Central Office Bookkeeping Department. The information required includes W-4 and educational background information that is used to determine the employee's placement on the Board-approved salary schedule, as well as for obtaining income tax and insurance information.

**ADDRESS/PHONE NUMBER CHANGES:** In the case of an address or phone number change, it is extremely important that you immediately update your address and phone numbers on file with Bookkeeping by completing an update form (available in your school office). If school is not in session, you may request an update form from Karen Davenport, Central Office. We do not want you to miss important information because our notice or invitation was marked "Return to Sender."

**SICK LEAVE** is earned @ one (1) day per month of employment/work. One (1) day per semester may be used for personal reasons (as Personal Leave). Unused Sick Leave may be accumulated/carried-over to the next and subsequent years, with no limit with regard to accumulation. No sick leave will be advanced. Days taken in excess of the sick leave earned at the time of the absence will result in the employee's check being docked accordingly.

**REQUIRED IN-SERVICE:** Again this year, all educational assistants and Data Clerks will be required to complete two (2) days of in-service credit (6 hours = 1 day). All in-service credit must be completed before the last day of the 2010-2011 school year. We will continue to inform you of the staff development opportunities that are available to you. Be sure to check with your principal/school staff bulletin board for detailed information. Note: Tuesday, Sept. 28th (full day), Monday, January 3rd (full day) and Monday, March 7th (full day) are "Staff Development Days from the Stockpile". Students will not be present; however, all educational assistants and less-than-twelve-month secretaries are required to work. Though students will be in school 177 days, educational assistants, Data Clerks and less-than-twelve-month secretaries must work 180 days.

**SNOW DAYS-** Educational Assistants and Data Clerks will be responsible for making up the first two snow days by attending 2 days of staff development prior to the last day of the school year. However, Educational Assistants and Data Clerks will not be responsible for making up any additional snow days beyond the first two days schools are dismissed for snow.

**NO CHILD LEFT BEHIND** cites the need for on-going staff development for educational assistants. This effort will be our attempt to provide meaningful, on-going staff development opportunities for educational assistants. Your principal will collect and maintain appropriate documentation (agendas, rosters) of your attendance. Educational assistants and Data Clerks must complete an In-service Accountability Form showing the two in-service credit days. The principal will sign-off regarding your completion of the required time at the end of the school year. Remember, all in-service must be completed before the last day of school, May 26, 2010. Grading papers or working in a teacher's classroom will not count toward the two (2) days of credit.

We want this to be a positive and rewarding year for you, the students and teachers with whom you work, and the entire school staff. We look forward to working with you this year and are glad to have you as part of our education team. If you should have any questions or need for our assistance, please do not hesitate to call the Central Office at 423-272-7629.