

# Fayette County Public Schools Online Application

Massie, Rick - AppNo: 117347

Date Submitted: 6/2/2022

## Personal Data

**Name:** Mr Rick R Massie  
(Title) (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

**Other:** Mr Richard R Massie  
(Title) (First) (Middle Initial) (Last)

**Email Address:** [REDACTED]

## Postal Address

### Permanent Address

Number & Street: [REDACTED]  
Apt. Number: [REDACTED]  
City: [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
Home/Cell Phone: [REDACTED]

### Present Address

Number & Street: [REDACTED]  
Apt. Number: [REDACTED]  
[REDACTED]  
[REDACTED]  
Phone Number: [REDACTED]

## Employment Desired

Closed Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 11458 <b>Middle School Positions:</b> Crawford Middle School Engineering Instructor 1.0 FTE at CRAWFORD MIDDLE SCHOOL	6/2/2022	23 years

Position Desired:	Experience in Similar Positions
<b>Middle School Positions</b> 1. CERT - 4168 - MID TECH ED INSTRUCTOR	-

## EEO 2

Please enter your date of birth.

## Certification

Do you hold National Board for Professional Teaching Standards certification?      **No**

Do you hold or anticipate a Kentucky certificate?      **Certificate is held**

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## Certification Continued

Type	Expiration Date	Status
Middle-Secondary School (Grades 5 through 12) (Technology Education/Instructional computer technology (Primary through Grades 12), /Rank: 2)	06/30/2024	Current

**Please list any other endorsements and/or verifications documented on your Certificate(s):**

Google Certification

Do you hold a current out-of-state certificate? No

State	Type	Certificate Number	Expiration Date	Current?

**List your out-of-state certified teaching/administration fields:**

## Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position	Employer Contact Information	Supervisor/Reference Contact Information	
Bourbon County Schools Technology Educator	3343 Lexington Road Paris, KY 40361 859-987-2180	Jenna Landacre 859-987-2189 jenna.landacre@bourbon.kyschools.us	
<b>Date From - Date To:</b>	11/2003 -	<b>Full or Part Time:</b>	Full
<b>Reason for Leaving:</b>	I am still currently employed by Bourbon County Schools		
<b>May we contact this employer?</b>	Yes		
<b>Responsibilities/Accomplishments at this Position</b>	All Computer and Keyboarding Classes: includes all Google Apps (Docs, Sheets, Slides, Sites, etc., and Microsoft PowerPoint, Excel, and Docs), The Typing Club program, TynkerCad program, ILP's for all students (which is now Naviance), WeVideo program/News Show, Careers, and Computer Literacy.		

Previous Position Held	Employer Contact Information	Supervisor/Reference Contact Information	
Paris Independent Schools Technology Educator	701 W. 7th Street Paris, KY 40361 859-987-2160	Steve McCauley 859-987-2160 stephen.mccauley@paris.kyschools.us	
<b>Date From - Date To:</b>	07/1998 - 06/2003	<b>Full or Part Time:</b>	Full
<b>Reason for Leaving:</b>	Started subbing at Bourbon County Schools		
<b>May we contact this employer?</b>	Yes		
<b>Responsibilities/Accomplishments at this Position</b>	Responsible for Technology Centers that included: TV Room Setup for News, DJ Module, Bridge Modules, Dark Room/Camera Picture Development Module, Basic Tech for MS, CNC Mill Module, etc. Also was school AD, and coached numerous sports.		

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## Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Paris-Bourbon County YMCA Adult/Youth Programs and All Aquatics		Main Street Paris, KY 40361 859-987-1395		N/A 859-987-1395	
<b>Date From - Date To:</b>	03/1994 - 06/1998	<b>Full or Part Time:</b>	Full		
<b>Reason for Leaving:</b>	Started Working in School System				
<b>May we contact this employer?</b>	Yes				
<b>Responsibilities/Accomplishments at this Position</b>	You name it, I did it lol - included: All youth and adult sports, taught swim lessons - all levels, created safety plan for entire building and staff, ran the indoor and outdoor pools, which included making sure all chemicals/temperature were sufficient and correct.				

## Student Teaching

Student Teaching/Internship

School District	
Location	
School Phone #	
School Year	
Date Completed (mm/yyyy)	
Length of Experience	
Grade Level(s)/Subject Area(s) Taught	
Name and Phone of Cooperating Teacher or Field Supervisor	
Name and Phone of Add'l Cooperating Teacher or Field Supervisor	
Name and Phone of University Supervisor	

**Additional Student Teaching/Internship**

<b>School District</b>	
<b>Location</b>	
<b>School Phone #</b>	
<b>School Year</b>	
<b>Date Completed (mm/yyyy)</b>	
<b>Length of Experience</b>	
<b>Grade Level(s)/Subject Area(s) Taught</b>	
<b>Name and Phone of Cooperating Teacher or Field Supervisor</b>	
<b>Name and Phone of Add'l Cooperating Teacher or Field Supervisor</b>	
<b>Name and Phone of University Supervisor</b>	

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## Education

Please tell us about your educational background beginning with the most recent.

**High School Attended:** Bourbon County High School, Paris, KY  
**Graduation Status:** H.S. Diploma

### Colleges, Universities and Technical Schools Attended:

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree	Date Conferred or Expected
KY - Eastern Kentucky University	01/1999 12/2008	Technology Education Hrs: 67	Hrs:	Tech Ed Teaching Certificate	12/2008
KY - University of Kentucky	08/1979 05/1984	Business Education Hrs:	Hrs:	BA in Education	05/1984

<b>Overall GPA</b>	<b>Undergraduate</b> 3.28/4	<b>Graduate</b> 3.86/4
<b>Highest Degree Attained</b>	<b>Number of graduate hours beyond your highest degree:</b>	<b>Grad Program Of Study</b>
BA/BS/etc.		Technology Education

**List honors, awards or distinctions you have earned:**

## Certification

Do you hold National Board for Professional Teaching Standards certification? **No**

Do you hold or anticipate a Kentucky certificate? **Certificate is held**

Type	Expiration Date	Status
<b>Middle-Secondary School (Grades 5 through 12)</b> (Technology Education/Instructional computer technology (Primary through Grades 12), /Rank: 2)	06/30/2024	Current

**Please list any other endorsements and/or verifications documented on your Certificate(s):**  
 Google Certification

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## Certification (cont.)

Do you hold a current out-of-state certificate? No

State	Type	Certificate Number	Expiration Date	Current?

List your out-of-state certified teaching/administration fields:

## Highly Qualified Teacher

\* Have you previously obtained Highly Qualified status from a school district?

**No**

If Yes, what type of school district considered you Highly Qualified?

No information entered on Highly Qualified Teacher Subject(s)/Method(s).

## Language Skills

Do you know any language other than English? No

## Professional References

	Reference 1 of 3	Reference 2 of 3
<b>Name:</b>	Jenna Landacre	Lisa Doyle
<b>School/Org:</b>	Bourbon County Schools	Bourbon County Schools
<b>Current Position:</b>	Assistant Principal	FRYSC
<b>Home Phone:</b>	██████████	██████████
<b>Cell Phone:</b>	██████████	██████████
<b>Work Phone:</b>		██████████
<b>Mailing Address:</b>		
<b>Email:</b>	████████████████████	lisa.doyle@bourbon kyschools.us
<b>Relationship to Candidate:</b>	Supervisor	Colleague
<b>Years Known:</b>	3 years	16
	<b>Reference 3 of 3</b>	
<b>Name:</b>	Jeremy Dotson	
<b>School/Org:</b>	Bourbon County Schools	
<b>Current Position:</b>	Art Teacher	
<b>Home Phone:</b>	██████████	
<b>Cell Phone:</b>	██████████	
<b>Work Phone:</b>		
<b>Mailing Address:</b>		
<b>Email:</b>	jeremy.dotson@bourbon kyschools.us	
<b>Relationship to Candidate:</b>	Colleague	
<b>Years Known:</b>	14	

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## Referrals

### How did you hear about employment with us?

District Web Site

## Disclosures

### Contract Status

\* Are you currently under contract?

Yes

If Yes, which district?

Bourbon County Schools

If Yes, when does it expire?

When may your present employer be contacted?

### Professional Status

\* Have you ever had a teaching certificate or teaching license revoked or suspended?

No

If Yes, explain:

\* Have you ever resigned to avoid termination or been terminated from employment?  
Non-renewals for are not considered to be terminations unless they were for cause.

No

If Yes, explain:

\* **Anti-Nepotism:** The Kentucky Education Reform Act places certain restrictions on the appointment of relatives to employment in a local school district. Relatives of the Superintendent or Board members shall not be employed except as provided by KRS 160.380. Relatives of the Superintendent and Board members may only be hired as substitute personnel.

No

The Superintendent shall not employ a relative of any employee to work under the direct supervision of that employee. "Relative" means father, mother, brother, sister, spouse, son, daughter, aunt, uncle, son-in-law, and daughter-in-law (including subcategories of in-law, half and step relatives).

Are you related to the Fayette County Public Schools' Superintendent or Board members?

\* I verify that I have reviewed the job description and am able to perform the essential functions with or without reasonable accommodations.

Yes

Are you related to a Fayette County Public School employee?

Yes

Name:

Brynne (Bree) Massie

Position:

Teacher

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## Disclosures continued

Relationship:

Daughter

## Legal Information

### Release of Records/Background Check

The Fayette County Public School District maintains high standards in prescreening and hiring employees. For this type of employment, state law requires a state criminal history background check and have a letter provided by the individual, from the Cabinet for Health and Family Services stating the employee is clear to hire based on no findings of substantiated child abuse or neglect found through a background check of child abuse and neglect records maintained by the Cabinet for Health and Family Services as a condition of employment. Under certain circumstances, a national criminal history background check may be required as a condition of employment. Fayette County Public Schools requires all applicants to undergo criminal background checks on the local, state and national level. The cost of these background checks is to be paid by the applicant at the time of hire.

As you apply for employment with our district, it is important to know that employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a sexual offense, a drug offense, a violent offense as defined in KRS 17.165, any felony offense or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Employment shall terminate on receipt of a criminal history background check documenting a conviction for an offense listed above. Employees shall immediately notify their supervisor if they are arrested for or charged with one of the offenses listed above. The supervisor shall immediately notify human resources.

Not eligible for employment if plead guilty (paid fines, etc.) of any of the following charges:

ANY Felony with the exception of child support

Abuse, Criminal Abuse; Kidnapping

Trafficking

Deadly Weapons Violations; Burglary/Robbery

Sex Crime, Indecent Exposure; Prostitution; Human Trafficking

Criminal Trespassing, 1st degree

Unlawful Transaction with a Minor

Assault, 1st degree

Any drug charge within the past 5 years and more than one drug charge in past 10 years

Alcohol charges less than one year (or two charges within the past two years)

No consideration/can submit an explanation to be reviewed by Superintendent/Director of HR:

Criminal Trespassing, 2nd degree

Endangering a minor; offense w/ or to a minor

Fugitive; Warrant/Bench warrant

Resisting arrest, fleeing/evading

Assault, 2nd, 3rd, 4th degree

Fraud (i.e. welfare, unemployment, credit card, forged instrument)

Harassment/Threatening/Wanton Endangerment/EPO violation

Probation violation and/or under sentence

Not eligible for employment requiring driving a board vehicle if guilty of any of the charges listed above or:

Accumulated 4 or more points for traffic violations in the last two years

Any drug or alcohol charge within five years

KDE or DOT may require additional information for school bus driver candidates.

In addition, the failure to fully disclose any violation (excluding only minor traffic violations not involving any allegation of intoxication), misdemeanor, or felony on your application may be grounds to disqualify you from employment. Please be sure to fully

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answer questions regarding this area on your application form.

All applicants who are hired for any position will, at the time of hire, be required to obtain a complete national background check via the Federal Bureau of Investigation within 30 days of the date of hire. Any felony and/or sex-related convictions revealed via background checks shall be cause for immediate dismissal.

Please note: Applicants are not obligated to disclose sealed or expunged records.

\* Have you ever been convicted of a criminal offense other than a minor traffic violation?

No

If yes, explain, giving dates:

Please Note: A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

\* Have you ever had any indicated finding of child abuse filed in your name?

No

If yes, explain, giving dates:

\* Does your name appear on any Sex Offender Database in any state or country?

No

## Equal Opportunity Employer

Fayette County Public Schools is an Equal Opportunity Employer. Fayette County Public Schools ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Fayette County Public Schools has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

## Applicant's Acknowledgment and Agreement

By checking the box below, candidate authorizes the school district to conduct an investigation of candidate pursuant to The School Code to determine whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and, upon request, agrees to execute an investigation authorization form as a condition for candidate's employment. The School Code also stipulates that the School District perform a check on the Statewide Sex Offender Database. Candidate may not be employed unless such investigations have been initiated.

I understand my fingerprints will be used to check the criminal history records of the FBI. I will have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction or updating a FBI identification record are set forth in Title 28, CFR, 16.34.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.



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## Applicant's Acknowledgment and Agreement continued

I, Rick Massie, agree to all of the terms above.

I agree

## Certified Retiree Question

\* Have you retired from the Kentucky Teacher Retirement Systems (KTRS)?

No

### Actions History Summary

<b>Name</b> MASSIE, RICHARD	<b>Category</b> FP	<b>Action Type</b> S	<b>Eff Dt</b> 07/01/2022
<b>Emp No</b> [REDACTED]	<b>Reason</b> S03 RANK AND EXP CHANGE		
<b>SSN</b> [REDACTED]	<b>Supping Code</b>	<b>Agenda Dt</b>	
<b>Hire Dt</b> 08/08/2022	<b>Action Dt</b> 08/04/2022 @ 16:32	<b>PAF/Act No</b> 0	
<b>Rtmt Dt</b>	<b>Entered By</b> HASH, MICHELLE	<b>Appv Dt</b>	

<b>Phone</b> [REDACTED]	<b>Address</b> [REDACTED]
-------------------------	---------------------------

<b>Org Code</b> 0251118	<b>Grade</b> 21	<b>Step</b> 0	<b>B/U</b> CERT
<b>Object</b> 0110	<b>Job Code</b> 4168	<b>Job</b> MID TECH ED INSTRUCTOR	
<b>Project</b>	<b>Loc Code</b> 025	<b>Loc</b> CRAWFORD MIDDLE SCHOOL	

<b>Pay Type</b> 130	<b>Days per Yr</b> 187.0	<b>FTE</b> 1.0	<b>Annual Sal</b> 46,942.00
<b>Hourly Rate</b> 33.47	<b>Days Worked</b>	<b>Hrs per Day</b> 7.5	<b>Ref Sal</b> 46,942.00
<b>Daily Rate</b> 251.03	<b>Days to be Wrkd</b> 189.0	<b>Pay Periods</b> 24	<b>Prior Sal</b> 46,942.00

**Comments** RANK INCREASE TO RANK 2

Job	Job Description	FTE	Pay Type	Annual Sal	Period Pay	Daily Rate	Job Pay Type	Amnt Paid as of
4168	MID TECH ED INSTRUCTOR	1.00	130	46,942.00	1,955.92	251.03	<b>Tot</b>	
4168	MID TECH ED INSTRUCTOR		131	502.05	20.92	251.03		
		<b>Tot</b>		47,444.05	1,976.84	251.03		

## Hash, Michelle

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**From:** Hash, Michelle  
**Sent:** Thursday, August 4, 2022 4:31 PM  
**To:** Massie, Richard  
**Subject:** Rank Increase

Good Afternoon,

I am emailing you to let you know that your rank change has been processed. You are now a Rank 2. This will be reflective in your first paycheck on 8/31/2022.

Thanks!

**Michelle Hash, C.E.O.E.**

Personnel Specialist

Human Resources

Fayette County Public Schools

Phone 859.381.4277 Fax: 859.381.4747

Physical Address: 450 Park Place, Lexington, KY 40511

Mailing Address: P.O.Box 55490, Lexington, KY 40555

PLEASE VISIT US AT: <http://www.fcps.net/hr>



*The mission of the FCPS Human Resources Department is to recruit, support, and retain excellent staff in order to create a collaborative community that ensures all students graduate prepared to excel in a global society.*

Certified Education Summary (rev. 2022)

332182

For: Massie, Rick  
Sent By: ktucker

Completed By: Employee - Rick Massie

Sent On: 7/13/2022 9:13am CT  
Completed: 7/13/2022 3:12pm CT

* Email Address:	[Redacted]
* Location	Crawford Middle School
* Job Title	Engineering Technology Instructor
* Last 4 of SSN	[Redacted]
* Are you a former Fayette County Public Schools Employee?	No

Teaching Certification

* Current/Anticipated Teaching Certificate Rank	Rank II
* Teaching Certificate Status	Issued by EPSB - Placed in Human Resources Drop Box

Official Transcripts

Select all applicable degrees and transcript status

Degree Type	Institution Name	Transcript Status
<input checked="" type="checkbox"/> Bachelor's Degree ✓	University of Kentucky	Placed in Human Resources Drop Box
<input checked="" type="checkbox"/> Bachelor's Degree + 15 graduate hours ✓	Eastern Kentucky University	Placed in Human Resources Drop Box
<i>Master's</i>		
<i>Teach Cert</i>		

\* I hold National Board Certification No

I understand that my placement on the salary schedule is Rank 3 pending receipt of official teaching certification and official transcripts. (Type Name and click to sign)

<input checked="" type="checkbox"/> Signed: Rick Massie Stamped: 7/13/2022 3:11:33 PM; 23.126.57.67; Employee - #43441 - Rick Massie;
--

If you have any questions, please contact us at 859-381-4277 or fcps.certhelp@fayette.kyschools.us

FOR OFFICE USE ONLY

Based upon the documentation submitted, your education level has been entered as: Rank 2

Date Processed: 8-4-22

Processed by: [Signature]



**COMMONWEALTH OF KENTUCKY  
EDUCATION PROFESSIONAL STANDARDS BOARD  
FRANKFORT, KENTUCKY**

*Updated  
8/6/19*

**CERTIFICATE FOR TEACHERS AND OTHER PROFESSIONAL SCHOOL PERSONNEL**

THIS CERTIFIES THAT **RICHARD RAY MASSIE**

CERTIFICATE NUMBER **200003329**

HAS COMPLETED A PROGRAM OF PROFESSIONAL PREPARATION AND IS HEREBY ISSUED THIS CERTIFICATE IN ACCORDANCE WITH SECTION 161 OF THE KENTUCKY REVISED STATUTES AND IN ACCORDANCE WITH THE LEGAL AUTHORITY OF THE KENTUCKY EDUCATION PROFESSIONAL STANDARDS BOARD

Code	Degree and Institution	
2818	Eastern Kentucky University	5th Year
2814	University of Kentucky	Bachelor's

RANK UNDER KRS 157.390: **2**    **07/01/2009**

VALID FROM THE INDICATED EFFECTIVE DATE TO EXPIRATION DATE FOR PROFESSIONAL SERVICES IN KENTUCKY SCHOOLS AS SHOWN BELOW. THIS DOCUMENT INCLUDES ALL CERTIFICATION CURRENTLY IN EFFECT FOR THE RECIPIENT AND SUPERSEDES ANY AND ALL CERTIFICATES PREVIOUSLY ISSUED.

Code	Certification	Effective Date	Expiration Date
AIT	Approval For Teaching Information Technology Grades 5-12	07/01/2002	LIFE TIME
KTE	Professional Certificate For Teaching Engineering and Technology, Grades 5 Through 12	07/01/2009	06/30/2024

MUST COMPLETE THREE YEARS OF TEACHING EXPERIENCE OR 6 SEMESTER HOURS OF NEW GRADUATE CREDIT BY SEPTEMBER 1 OF THE YEAR OF EXPIRATION.

IT IS THE RESPONSIBILITY OF THE CERTIFICATE HOLDER TO MAINTAIN THE VALIDITY OF THIS CERTIFICATE.

*(See reverse side for a summary of renewal requirements)*

DATE OF TRANSACTION: **08/06/2019**

*Wayne D. Fox, Jr.*

**COMMISSIONER  
KENTUCKY DEPARTMENT OF EDUCATION**

RICHARD RAY MASSIE



One copy of this document should be filed with the employer

Rev. 11/04

### Actions History Summary

Employee Info		Personnel Action Info					
Name	MASSIE, RICHARD	Category	FP	Action Type	N	Eff Dt	07/01/2022
Emp No	[REDACTED]	Reason	N01 NEW HIRE			Agenda Dt	09/26/2022
SSN	[REDACTED]	Supptng Code	BENEFITS CHANGE			PAF/Act No	0
Hire Dt	08/08/2022	Action Dt	08/02/2022 @ 16:26			Appv Dt	
Rtmt Dt		Entered By	MEADOWS, ITOSHA				

Employee Contact Info	
Phone	[REDACTED]
Address	[REDACTED]

G/L Info		Job Info					
Org Code	0251118	Grade	31	Step	0	B/U	CERT
Object	0110	Job Code	4168	Job	MID TECH ED INSTRUCTOR		
Project		Loc Code	025	Loc	CRAWFORD MIDDLE SCHOOL		

Salary Info							
Pay Type	130	Days per Yr	187.0	FTE	1.0	Annual Sal	44,106.00
Hourly Rate	31.45	Days Worked		Hrs per Day	7.5	Ref Sal	44,106.00
Daily Rate	235.86	Days to be Wrkd	189.0	Pay Periods	24	Prior Sal	44,106.00

**Comments** NH EFF 8/8/22 GETS BENEFITS

Job	Job Description	FTE	Pay Type	Annual Sal	Period Pay	Daily Rate	Job Pay Type	Amt Paid as of
4168	MID TECH ED INSTRUCTOR	1.00	130	44,106.00	1,837.75	235.86	Tot	
4168	MID TECH ED INSTRUCTOR		131	471.72	19.66	235.86		
		<b>Tot</b>		<b>44,577.72</b>	<b>1,857.41</b>	<b>235.86</b>		

Name: Rick Massie Action Number: 10981  
 Posting Number: 11458  
 Posting Date: 5/23  
 Emp #: 332182 SSN: [REDACTED] E Number: 10725

Position Recommendation: 4168 MidTech Ed FTE: 1.0  
 Location: 025 Crawford  Has Allocation?  
 ORG: 025 1118 OBJECT: 0110/0111 PROJECT: \_\_\_\_\_  Allocation Completed  
 Days: 189 Position Control #: \_\_\_\_\_

Current AOC YES/NO N/A Current emp \_\_\_\_\_  
 Expired ( / ) \_\_\_\_\_  
 Applied to correct posting? YES/NO

Waiver needed: Y / N  
 Sent: \_\_\_\_\_ Offer Sent: 7/9  
 Approved: \_\_\_\_\_ Offer Accepted: 7/9

Certificate: EPSB #: 200 003329  
 Currently valid on EPSB? YES NO  
 For correct subject area? YES NO  
 Exp. Date 6/24 SOE  
 If not on EPSB:  
 Alt Cert Out of State  
 May/Dec grad Other: \_\_\_\_\_  
 Alt Cert verification on file? YES / NO

<input checked="" type="checkbox"/>	Scheduled paperwork meeting - Date: <u>7/12 2:00</u>
<input checked="" type="checkbox"/>	Google New Hire Spreadsheet: Add: <input checked="" type="checkbox"/> Update: _____
<input checked="" type="checkbox"/>	Send login info & electronic paperwork
<input checked="" type="checkbox"/>	Attended meeting
<input checked="" type="checkbox"/>	EDU/EXP Summaries delivered
<input type="checkbox"/>	Give I-9 to Ann or designee
<input checked="" type="checkbox"/>	Forward electronic tax forms
<input checked="" type="checkbox"/>	Forward direct deposit form
<input checked="" type="checkbox"/>	Email employee number
<input type="checkbox"/>	Rehire/Transfer: this box not needed
<input checked="" type="checkbox"/>	Verify/Add employee number to Frontline
<input type="checkbox"/>	REHIRE ONLY Add to spreadsheet for rehires
<input checked="" type="checkbox"/>	Mark as hired in Frontline
<input type="checkbox"/>	Confirm updated job assignment in Frontline
<input type="checkbox"/>	Transfers Only: Update job description Sent: _____ Rec'd _____
<input checked="" type="checkbox"/>	Send certified paperwork complete email
<input checked="" type="checkbox"/>	Enter into MUNIS (Personnel action)
<input type="checkbox"/>	Output date: <u>em 8/2/22</u>
<input type="checkbox"/>	Contract: Sent: <u>8/14</u> Signed: <u>SH</u>
<input type="checkbox"/>	Update Contractual Status
<input checked="" type="checkbox"/>	Generate Action History
<input type="checkbox"/>	Mark complete in workflow
<input type="checkbox"/>	Add role to EPSB
<input type="checkbox"/>	Print PAF pages
<input type="checkbox"/>	Director signature

Type of action:  
 New hire X  
 Current Sub to Cert \_\_\_\_\_  
 Former employee \_\_\_\_\_  
 Rehire \_\_\_\_\_  
 Classified to Cert \_\_\_\_\_  
 Transfer \_\_\_\_\_  
 Rehire/Transfer \_\_\_\_\_

Retirees:  
 DWT letter rec. \_\_\_\_\_  
 Retiree letter rec. \_\_\_\_\_  
 DWT amount \_\_\_\_\_  
 Grade/Step \_\_\_\_\_  
 DWT daily rate \_\_\_\_\_  
 x FTE \_\_\_\_\_  
 Actual daily rate \_\_\_\_\_

Effective Date: 8/5  
 Agenda Date: 9/26/22  
 \_\_\_\_\_ Send Start Date form once effective date set

Emailed regarding pending items: \_\_\_\_\_  
 E-MAILED JUL 29 2022  
Complete  
 \_\_\_Teacher\_\_\_Special Ed Teacher\_\_\_Intervention\_\_\_see job title

## New Employee Checklist - Certified (rev 2022)

For: Massie, Rick  
Sent By: ktucker

Completed By: Employee - Rick Massie

Sent On: 7/13/2022 9:13am CT  
Completed: 7/13/2022 3:09pm CT

Please complete the following information for your personnel file

Last Name	First Name	Middle Name
Massie	Richard	Ray
Preferred First Name (for email purposes)	Phone Number (put 0's for the ext.)	Phone Type
Rick	[REDACTED]	Home Phone
Birth Date	Gender	Ethnicity
[REDACTED]	Male	Caucasian
Street Address (Include Apt. #)	City, State	Zip Code
[REDACTED]	Paris	40361
FCPS Work Location	FCPS Position Title	Are you a retiree through KTRS?
Crawford Middle School	Engineering Technology Instructor	No
Personal Email Address		
rick.massie851610@gmail.com		

**Human Resources Staff will verify receipt of the items below**  
**Required Documents**

Type	On file	Date completed (FP/CAN)	Received
Physical			7/29
KSP/FBI Background Check		7/18	7/18
C.A.N. Registry Check		7/8	7/12

**New Hire Forms**

Complete	Form
	Start Date Form
	<input checked="" type="checkbox"/> Job Description Acknowledgment
	<input checked="" type="checkbox"/> Signed Job Description
	I-9 <input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Driver's License <input checked="" type="checkbox"/> Social Security Card <input checked="" type="checkbox"/> Other
	<input checked="" type="checkbox"/> Education Verification
	<input checked="" type="checkbox"/> Experience Verification Summary

**Electronic Forms**

Completed	Form
	<input checked="" type="checkbox"/> Certified New Employee Agreement
	<input checked="" type="checkbox"/> Code of Conduct
	<input checked="" type="checkbox"/> Media Acceptable Use
	<input checked="" type="checkbox"/> Federal SSA 1945 (Social Security Statement)
	<input checked="" type="checkbox"/> W2 Enrollment Form
	<input checked="" type="checkbox"/> Disability Notice
	<input checked="" type="checkbox"/> W-4
	<input checked="" type="checkbox"/> K-4
	<input checked="" type="checkbox"/> Direct Deposit



**CLASSROOM TEACHER****DUTIES AND RESPONSIBILITIES (CONT.):**

- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms
- Plans and supervises purposeful assignments for instructional teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates job performance
- Strives to maintain and improve professional competence
- Attends staff meetings and serves on staff committees as required
- Maintains regular attendance
- Performs other duties as assigned

**PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in field of assignment (minimum requirement)

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Kentucky Teaching Certification for area and grade level of assignment

Original Date: _____
Revision Date: 01/1995
Revision Date: 02/1998
Revision Date: 07/2012

*Rick Masie* 7/14/22

**CLASSROOM TEACHER**

---

**TITLE:** Classroom Teacher

**REPORTS TO:** Building Principal

**SUPERVISES:** Student Teachers and/or Practicum Students (if applicable)

**JOB FUNCTION:** To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

**DUTIES AND RESPONSIBILITIES:**

---

- Meets and instructs assigned classes in the locations and at the times designated
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students
- Prepares for classes assigned and shows written evidence of preparation upon request of immediate supervisor
- Encourages students to set and maintain standards of classroom behavior
- Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved
- Strives to implement, by instruction and action, the district's philosophy of education and instructional goals and objectives
- Assesses the accomplishments of students on a regular basis and provides progress reports as required
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation

## CLASSROOM TEACHER

---

**TITLE:** Classroom Teacher

**REPORTS TO:** Building Principal

**SUPERVISES:** Student Teachers and/or Practicum Students (if applicable)

**JOB FUNCTION:** To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

### DUTIES AND RESPONSIBILITIES:

---

- Meets and instructs assigned classes in the locations and at the times designated
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students
- Prepares for classes assigned and shows written evidence of preparation upon request of immediate supervisor
- Encourages students to set and maintain standards of classroom behavior
- Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved
- Strives to implement, by instruction and action, the district's philosophy of education and instructional goals and objectives
- Assesses the accomplishments of students on a regular basis and provides progress reports as required
- Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation

*Rich Masae* 7/14/22

**CLASSROOM TEACHER****DUTIES AND RESPONSIBILITIES (CONT.):**

- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms
- Plans and supervises purposeful assignments for instructional teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates job performance
- Strives to maintain and improve professional competence
- Attends staff meetings and serves on staff committees as required
- Maintains regular attendance
- Performs other duties as assigned

**PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in field of assignment (minimum requirement)

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Kentucky Teaching Certification for area and grade level of assignment

Original Date: _____
Revision Date: 01/1995
Revision Date: 02/1998
Revision Date: 07/2012

*Rick Masie* 7/14/22

## 2022-2023 Certified Experience Verification Form

For: **Massie, Richard**  
Sent By: ktucker

Completed By: Email - darlene.gee@bourbon.kyschools.us Sent On: 7/13/2022 9:13am CT  
Completed: 7/14/2022 11:12am CT

**Name:**  
**Richard R Massie**



Note: It is necessary to verify your professional experience for the purpose of computing salary. Please provide the requested information below regarding your employment history. You will need to send this form to the HR Department of your previous employer.

\* Social Security Number

Employee Electronic Signature

<b>X</b>	Signed: <b>Rick Massie</b> <small>Stamped: 7/13/2022 3 23 26 PM 23.126.57.67 Employee - #43441 - Rick Massie</small>
----------	---

If you are submitting experience verification forms for multiple employers, please complete and send separate electronic forms to each employer. In order to receive an experience increase, certified employees must work a minimum of 70% of their current FCPS work calendar in a full-time certified position from an accredited institution. This criteria must be met on an annual basis.

Name of Previous School District or Business

Position in which they were employed

General duties performed

Is this a public or private school?

Please list each school year individually

Position Held (teacher, principal etc)	Beginning Date of Service	Ending Date of Service	Actual No. of Days Paid	No. Days in School Year (7/1-6/30)	FT/PT	FTE if Part Time

Please upload additional experience if verifying more than 10 years experience.  
[MASSIE.docx](#)

Kentucky Public School Districts, KDE & EPSB Only: Please indicate the type of contract this person has attained with your school system.

If this teacher was employed in your school district during the previous school year, please verify the number of unused accumulated sick leave days for this year:

# 2022-2023 Certified Experience Verification Form

For: **Massie, Richard**

Completed By: Email - darlene.gee@bourbon.kyschools.us Sent On: 7/13/2022 9:13am CT

Sent By: ktucker

Completed: 7/14/2022 11:12am CT

Name of Person Completing Form

<b>X</b>	<b>Signed: Melissa Treilobs</b> Stamped: 7/14/2022 11 11 50 AM 170.185.38.17
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Person or Department to Contact

\* Please provide your former employer's Human Resources contact email address. (must be official company/district email)

\* Title

\* Telephone

\* Address

\* City, State, and Zip Code

If requesting verification of FCPS experience, please use fcps.experience@fayette.kyschools.us as the contact email.

Darlene Gee
darlene.gee@bourbon.kyschools.us
Payroll
859-987-2180
3343 Lexington Road
Paris, KY 40361

<u>POSITION</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>	<u># OF DAYS PAID</u>	<u># DASY IN YEAR</u>	<u>FT/PT</u>
TEACHER	11/24/2003	6/30/2004	110	185	FT
TEACHER	7/1/2004	6/30/2005	185	185	FT
TEACHER	7/1/2005	6/30/2006	185	185	FT
TEACHER	7/1/2006	6/30/2007	185	185	FT
TEACHER	7/1/2007	6/30/2008	185	185	FT
TEACHER	7/1/2008	6/30/2009	185	185	FT
TEACHER	7/1/2009	6/30/2010	185	185	FT
TEACHER	7/1/2010	6/30/2011	185	185	FT
TEACHER	7/1/2011	6/30/2012	185	185	FT
TEACHER	7/1/2012	6/30/2013	185	185	FT
TEACHER	7/1/2013	6/30/2014	185	185	FT
TEACHER	7/1/2014	6/30/2015	185	185	FT
TEACHER	7/1/2015	6/30/2016	185	185	FT
TEACHER	7/1/2016	6/30/2016	185	185	FT
TEACHER	7/1/2017	6/30/2017	185	185	FT
TEACHER	7/1/2018	6/30/2018	185	185	FT
TEACHER	7/1/2019	6/30/2019	185	185	FT
TEACHER	7/1/2020	6/30/2020	185	185	FT
TEACHER	7/1/2021	6/30/2021	185	185	FT

RICHARD MASSIE YEARS OF SERVICE FOR BOURBON COUNTY

## 2022-2023 Certified Experience Verification Form 2

For: **Massie, Richard**  
Sent By: ktucker

Completed By: Email -  
stephen.mccauley@paris kyschools.us

Sent On: 7/13/2022 9:13am CT  
Completed: 7/18/2022 8:47am CT

**Name:**  
**Richard R Massie**



Note: It is necessary to verify your professional experience for the purpose of computing salary. Please provide the requested information below regarding your employment history. You will need to send this form to the HR Department of your previous employer.

\* Social Security Number

Employee Electronic Signature

<b>X</b>	<b>Signed: Rick Massie</b> <small>Stamped: 7/13/2022 3 24 29 PM 23.126.57.67 Employee - #43441 - Rick Massie</small>
----------	---

If you are submitting experience verification forms for multiple employers, please complete and send separate electronic forms to each employer. In order to receive an experience increase, certified employees must work a minimum of 70% of their current FCPS work calendar in a full-time certified position from an accredited institution. This criteria must be met on an annual basis.

Name of Previous School District or Business

Position in which they were employed

General duties performed

Is this a public or private school?

Please list each school year individually

Position Held (teacher, principal etc)	Beginning Date of Service	Ending Date of Service	Actual No. of Days Paid	No. Days in School Year (7/1-6/30)	FT/PT	FTE if Part Time
teacher	08/16/1993	05/28/1994	184	185	FT	
teacher	08/17/1994	05/25/1995	185	185	FT	
teacher	08/14/1995	05/23/1996	185	185	FT	
teacher	08/14/1996	05/26/1997	185	185	FT	
teacher	08/14/1997	05/22/1998	185	185	FT	
teacher	08/14/1998	05/27/1999	150.5	185	FT	

Please upload additional experience if verifying more than 10 years experience.

Kentucky Public School Districts, KDE & EPSB Only: Please indicate the type of contract this person has attained with your school system.

If this teacher was employed in your school district during the previous school year, please verify the number of unused accumulated sick leave days for this year:

Name of Person Completing Form

<b>X</b>	<b>Signed: Jacque Morrison</b> <small>Stamped: 7/18/2022 8 46 44 AM 170.185.181.19</small>
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## 2022-2023 Certified Experience Verification Form 2

For: **Massie, Richard**  
Sent By: ktucker

Completed By: Email -  
stephen.mccauley@paris.kyschools.us

Sent On: 7/13/2022 9:13am CT  
Completed: 7/18/2022 8:47am CT

Person or Department to Contact

\* Please provide your former employer's Human Resources contact email address. (must be official company/district email)

\* Title

\* Telephone

\* Address

\* City, State, and Zip Code

If requesting verification of FCPS experience, please use fcps.experience@fayette.kyschools.us as the contact email.

Stephen McCauley
stephen mccauley@paris.kyschools.us
Payroll
8599872160
310 West Seventh Street
Paris

## 2022-2023 Certified Experience Verification Form 3

For: **Massie, Richard**  
Sent By: VMURRELL

Completed By: Email - darlene.gee@bourbon.kyschools.us Sent On: 7/12/2022 11:21am CT  
Completed: 8/2/2022 1:42pm CT

**Name:**

**Richard R Massie**

**Address:** 2217 Redbud Lane Paris, KY 40361

**Email Address :** rick.massie851610@gmail.com

Note: It is necessary to verify your professional experience for the purpose of computing salary. Please provide the requested information below regarding your employment history. You will need to send this form to the HR Department of your previous employer.

\* Social Security Number

Employee Electronic Signature

<b>X</b>	Signed: <b>Rick Massie</b> <small>Stamped: 7/12/2022 5 31 26 PM 23.126.57.67 Employee - #43441 - Rick Massie</small>
----------	---

If you are submitting experience verification forms for multiple employers, please complete and send separate electronic forms to each employer. In order to receive an experience increase, certified employees must work a minimum of 70% of their current FCPS work calendar in a full-time certified position from an accredited institution. This criteria must be met on an annual basis.

Name of Previous School District or Business

Bourbon County Schools

Position in which they were employed

Teacher

General duties performed

Is this a public or private school?

Public

Please list each school year individually

Position Held (teacher, principal etc)	Beginning Date of Service	Ending Date of Service	Actual No. of Days Paid	No. Days in School Year (7/1-6/30)	FT/PT	FTE if Part Time
Teacher	11/24/2003	06/30/2004	115	185	FT	
Teacher	07/01/2004	06/30/2005	185	185	FT	
Teacher	07/01/2005	06/30/2006	185	185	FT	
Teacher	07/01/2006	06/30/2007	185	185	FT	
Teacher	07/01/2007	06/30/2008	185	185	FT	
Teacher	07/01/2008	06/30/2009	185	185	FT	
Teacher	07/01/2009	06/30/2010	185	185	FT	
Teacher	07/01/2010	06/30/2011	185	185	FT	
Teacher	07/01/2011	06/30/2012	185	185	FT	
Teacher	07/01/2012	06/30/2013	185	185	FT	

Please upload additional experience if verifying more than 10 years experience.

[Massie.docx](#)

Kentucky Public School Districts, KDE & EPSB Only: Please indicate the type of contract this person has attained with your school system.

Continuing (Tenure)

If this teacher was employed in your school district during the previous school year, please verify the number of unused accumulated sick leave days for this year:

41

## 2022-2023 Certified Experience Verification Form 3

For: **Massie, Richard**  
Sent By: VMURRELL

Completed By: Email - darlene.gee@bourbon.kyschools.us Sent On: 7/12/2022 11:21am CT  
Completed: 8/2/2022 1:42pm CT

Name of Person Completing Form

<b>X</b>	<b>Signed: Melissa Treilobs</b> Stamped: 8/2/2022 1 36 23 PM 170.185.38.17
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Person or Department to Contact

\* Please provide your former employer's Human Resources contact email address. (must be official company/district email)

- \* Title
- \* Telephone
- \* Address
- \* City, State, and Zip Code

Darlene Gee
darlene.gee@bourbon.kyschools.us
Payroll
859-987-2180
3343 Lexington Road
Paris, KY 40361

If requesting verification of FCPS experience, please use fcps.experience@fayette.kyschools.us as the contact email.

Teacher	07/01/2013	06/30/2014	185	185	FULL TIME
Teacher	07/01/2014	06/30/2015	185	185	FULL TIME
Teacher	07/01/2015	06/30/2016	185	185	FULL TIME
Teacher	07/01/2016	06/30/2017	185	185	FULL TIME
Teacher	07/01/2017	06/30/2018	185	185	FULL TIME
Teacher	07/01/2018	06/30/2019	185	185	FULL TIME
Teacher	07/01/2019	06/30/2020	185	185	FULL TIME
Teacher	07/01/2020	06/30/2021	185	185	FULL TIME
Teacher	07/01/2021	06/30/2022	185	185	FULL TIME

Rick Massie additional years

## Certified Limited Contracts 2022-2023

For: **Massie, Richard**  
Sent By: SHUFFORD

Completed By: Employee - Rick Massie

Sent On: 8/4/2022 6:09am CT  
Completed: 8/4/2022 6:32am CT

### LIMITED CONTRACT OF EMPLOYMENT

#### COMMONWEALTH OF KENTUCKY COUNTY OF FAYETTE

Pursuant to KRS 161.730, this contract is made and entered into for the **2022-2023** school year by and between the Fayette County School District of Lexington, Kentucky, (hereinafter called the District), and Richard Massie of Paris, KY, a teacher holding a valid teacher's certificate issued in accordance with section 161.020 of the Kentucky Revised Statutes, and now in force, (hereinafter called the Teacher).

**WITNESSETH:** That at a lawful meeting of the Board of Education of Fayette County, Kentucky, (hereinafter called the Board), held at Lexington, Kentucky during the current school year, THE DISTRICT SUPERINTENDENT GAVE NOTICE OF THE APPOINTMENT OF SAID TEACHER IN THE PUBLIC SCHOOLS OF FAYETTE COUNTY. THE PARTIES TO THIS CONTRACT HEREBY AGREE TO THE FOLLOWING CONDITIONS:

1. The services to be performed by said Teacher shall be such as are required by the Kentucky Revised Statutes, by the lawful rules and regulations of the State Board for Elementary and Secondary Education, (hereinafter called the State Board), and the lawful regulations of the Board.
2. The duties to be performed are to commence on the first day required by the school calendar adopted and amended by the Board and approved by the State Department of Education for the school year, for the number of days required by such calendar, to end no later than June 30th of the school year in such school or schools and/or in such positions as determined by the District Superintendent. As provided in KRS 161.720 and 161.740, the Teacher shall render salaried certified employee service for not less than seven (7) school months (140 days) as a full-time teacher in order to qualify for one (1) year of credit toward continuing contract status eligibility. The Board, in accordance with KRS 161.740, requires that a Teacher, who has attained continuing contract status in another Kentucky district, retain that status after completion of a successful one-year probationary period of service.
3. Prior to beginning work, a District employee must undergo a medical examination, a form for which must be completed as required by Kentucky Administrative Regulations ("Medical Examination of School Employees"). The form shall be completed by a medical doctor, at the employee's expense, and shall verify the medical examination was completed within the ninety (90) day period immediately prior to the employment date (03.111 AP2). Should a second medical examination be required by the District, the cost of the examination shall be borne by the District.
4. For and in consideration of the services provided for by this contract, the Teacher shall be paid a salary in accordance with his or her level of training and experience of the salary schedule adopted by the Board and approved by the State Board for any year coming within the limits of this contract. Experience for salary increase purposes shall require a minimum of 140 days teaching for not less than a half day. In accordance with KRS 161.020, the Teacher shall not be eligible to receive salary for services rendered unless a valid teaching certificate of legal qualifications for such position has been filed by the Board.
5. Said salary shall be payable not later than the end of each month during the period of employment or in accordance with a plan adopted by the Board in compliance with state law and the lawful rules and regulations of the State Board.
6. The Teacher shall be entitled to sick leave, other leave and fringe benefits in accordance with state law and the lawful rules and regulations of the State Board and the lawful rules and regulations of the Board.
7. The teacher shall keep such records and reports and furnish same to the District Superintendent at regular periods designation by him, state law, the lawful rules and regulations of the State Board, and the lawful rules and regulations of the Board.
8. The power of the District Superintendent to transfer, suspend or dismiss the Teacher, as provided for in KRS 160.380, 161.170 and 161.790, or other applicable statutes, is in no manner impaired or affected by this contract.
9. This contract shall remain in full force subject to all provisions herein set forth, unless and until terminated in compliance with KRS 161.170, 161.750, 161.780 and 161.790, or other applicable statutes.
10. By execution of this contract, the Teacher acknowledges receipt of written notice of hiring from the District Superintendent.

## Certified Limited Contracts 2022-2023

For: **Massie, Richard**  
Sent By: SHUFFORD

Completed By: Employee - Rick Massie

Sent On: 8/4/2022 6:09am CT  
Completed: 8/4/2022 6:32am CT

11. Pursuant to KRS 160.380, this contract is contingent upon the new hire submitting to a national and state background check by the Department of Kentucky State Police and the Federal Bureau of Investigation and the results of said background check, and having a letter, provided by the individual from the Cabinet for Health and Family Services stating the employee is clear to hire based on no findings of substantiated child abuse or neglect found through a background check of child abuse and neglect records.

Nondiscrimination Statement: As required by federal law, the district does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, or age in its programs and activities, and provides equal access to its facilities to the Boy Scouts and other designated youth groups. In addition, the district does not discriminate on the basis of religion, sexual orientation or gender identity.

FAYETTE COUNTY SCHOOL DISTRICT

Dr. Demetrus Liggins  
District Superintendent  
Rev. June 2022  
Employee

<b>X</b>	<b>Signed: Rick Massie</b> Stamped: 8/4/2022 6 31 38 AM 23.126.57.67
----------	---

332182  
Emp No

# Certified New Employee Agreement Form

For: **Massie, Richard**  
Sent By: ktucker

Completed By: Employee - Rick Massie

Sent On: 7/13/2022 9:13am CT  
Completed: 7/13/2022 3:10pm CT

**\* ACKNOWLEDGMENT OF HANDBOOK RECEIPT**

I confirm that I have received and am to review the Employee Handbook which details District and school policies and procedures and to consult with my Principal/Supervisor if I have any questions concerning its contents.

[Please click here to review the Employee Handbook.](#)

Yes

**\* ACKNOWLEDGEMENT OF STATEMENT ON RIGHTS AND RESPONSIBILITIES AND STUDENT CODE OF CONDUCT**

I confirm that I have received and am to review the Statement on Rights and Responsibilities and Student Code of Conduct which details District and school policies and procedures and to consult with my Principal/Supervisor if I have any questions concerning its contents.

[Please click here to review the Statement on Rights and Responsibilities and Student Code of Conduct.](#)

Yes

**\* ANTI-NEPOTISM STATEMENT OF LOCAL SCHOOL DISTRICT EMPLOYEE**

The Kentucky Education Reform Act places certain restrictions on appointment of relatives to employment in a local school district. These restrictions are stated in KRS 160.380(2)(e), (f), and (g). I affirm that I understand the legal restrictions on employment of relatives, and my employment does not result in the violation of these provisions in my school district.

Yes

**\* NO OBLIGATION OF CONTRACT**

I certify that I am not under obligation of contract (written or verbal) to any other school system in the state of Kentucky for the present school year or the forthcoming school year. I further certify that I have not made any other form of commitment to any other school superintendent or principal of a school district in the state of Kentucky. Permission is given for a representative of the Fayette County Board of Education to contact my current employer or my most recent employer in regard to contractual status or reference.

Yes

**\* ACKNOWLEDGEMENT OF SUBSTITUTE NEW HIRE PROCEDURE**

Please be mindful that if you're an active substitute that has been hired as a full-time certified employee, your substitute records will be inactivated. Should you wish to regain future employment as a substitute, you will need to update your substitute application and complete the substitute hiring process. I certify that I understand and will follow the information provided above.

Yes

# Employee Code of Conduct

For: **Massie, Richard**  
Sent By: ktucker

Completed By: Employee - Rick Massie

Sent On: 7/13/2022 9:13am CT  
Completed: 7/13/2022 3:17pm CT

Each Fayette County Schools employee shall:

1. Report to work on time and prepared for duty.
2. Comply with directives and duties that are legal and safe.
3. Maintain safe and secure working and learning environments.
4. Demonstrate professionalism, respect, fairness, and dignity when interacting with students, parents, staff/co-workers, and community members.
5. Comply with federal laws, state statutes, and FCPS policies that prohibit conduct that could reasonably be construed as coercive, retaliating, harassing, intimidating, bullying, discriminating, or threatening.
6. Communicate truthfully and honestly and ensure that all records, disclosures or other communications are complete, fair, accurate, timely and understandable to the best of his or her knowledge.
7. Acquire, use, maintain, and dispose of district assets, including technology, in an ethical and responsible manner.
8. Maintain the confidentiality of information as required under federal laws, state statutes, and FCPS policies.
9. Use established protocols to intervene against and/or report actions, behaviors or safety concerns that may represent one or more violations of federal law, state statute, or FCPS policy.
10. Refrain from activities outside of the contract day that may reasonably limit and/or interfere with his or her ability to effectively perform duties as assigned.
11. Comply with all other federal laws, state statutes, and FCPS policies as well as established operational routines or procedures.

I confirm that I have read the FCPS Employee Code of Conduct and agree to the conditions listed therein.

<b>X</b>	<b>Signed: Rick Massie</b> Stamped: 7/13/2022 3 16 39 PM 23.126.57.67 Employee - #43441 - Rick Massie
----------	--



## Job Description Acknowledgement - Certified

For: **Massie, Richard**  
Sent By: ktucker

Completed By: Employee - Rick Massie

Sent On: 7/13/2022 9:13am CT  
Completed: 7/13/2022 3:09pm CT

Please carefully review the job description for the position for which you have been recommended. Certified job descriptions are available on the FCPS website.

[Please click here to review your job description](#) (Right click and select open in new window)

\* Please enter the name of the job description you have reviewed:

Classroom Teacher

\* I have read and fully understand the job description for my position.

Yes

\* I am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Yes

If you selected "NO" to either question, please provide an explanation:

Electronic Signature

<b>X</b>	<b>Signed: Rick Massie</b> <small>Stamped: 7/13/2022 3 09 07 PM 23.126.57.67 Employee - #43441 - Rick Massie</small>
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## New Employee Checklist - Certified (rev 2022)

For: **Massie, Richard**  
Sent By: ktucker

Completed By: Employee - Rick Massie

Sent On: 7/13/2022 9:13am CT  
Completed: 7/13/2022 3:09pm CT

Please complete the following information for your personnel file

Last Name	First Name	Middle Name
Massie	Richard	Ray
Preferred First Name (for email purposes)	Phone Number (put 0's for the ext.)	Phone Type
Rick	██████████	Home Phone
Birth Date	Gender	Ethnicity
██████████	Male	Caucasian
Street Address (Include Apt. #)	City, State	Zip Code
██████████	Paris	██████████
FCPS Work Location	FCPS Position Title	Are you a retiree through KTRS?
Crawford Middle School	Engineering Technology Instructor	No
Personal Email Address		
██████████		

**Human Resources Staff will verify receipt of the items below**  
**Required Documents**

Type	On file	Date completed (FP/CAN)	Received
Physical			
KSP/FBI Background Check			
C.A.N. Registry Check			

**New Hire Forms**

Complete	Form
	Start Date Form
	Job Description Acknowledgment
	Signed Job Description
	I-9 _____
	Driver's License      Social Security Card      Other
	Education Verification
	Experience Verification Summary

**Electronic Forms**

Completed	Form
	Certified New Employee Agreement
	Code of Conduct
	Media Acceptable Use
	Federal SSA 1945 (Social Security Statement)
	W2 Enrollment Form
	Disability Notice
	W-4
	K-4
	Direct Deposit