

CHECK APPROPRIATE ITEM

FORMATIVE EVALUATION  
FORM E2 (ADMINISTRATIVE)

- PRE OBSERVATION CONFERENCE
- POSTOBSERVATION CONFERENCE
- OTHER EVALUATION CONFERENCE

JEFFERSON COUNTY PUBLIC SCHOOLS

PERFORMANCE EVALUATION OBSERVATION/CONFERENCE SUMMARY

NAME: Duan VM Wright SCHOOL/LOCATION: Hartstern / 121  
 ID#: [REDACTED] JOB ASSIGNMENT: Principal/Assistant Principal  
 DATE OF OBSERVATION(S): n/a DATE OF CONFERENCE: 7/23/21

A conference was held to discuss job performance expectations and/or observation(s) of job performance. The expectations and/or the observation(s) and the conference are summarized below:

On July 23, 2021, a meeting was held with Elementary School principals and assistant principals to discuss job expectations, JCPS policies & procedures and the district administrator evaluation system. During this meeting, the following items were discussed:

**Evaluation Process - Overview of the Principal Evaluation Process**

- Job Description -Elementary School Principal/Elementary Assistant Principal
- Code of Ethics-EPSP and JCPS
- Evaluation Cycle & Timeline
- PSEL Standards and Forms
- Professional Growth Plan
- Working Conditions Goal(s) – CSS, KY Impact, or other applicable data as approved by supervisor.
- Student Progress Goals
- Observations/Site Visits
- Principal Summative Evaluation
- Intensive Support Process
- Appeal Process (state and local; with and without hearing)

**Principal Day-to-Day Responsibilities**

- On-Line Resources for Principal Task Timeline, Principal Priorities Page, Zone Drive/Sites
- JCPS Policies and Procedures (i.e. CPS Reporting, SPP&G, P5, Diversity Hiring, Redbook, System to standardize activity acct, PTA & Boosters, Donations, Gifts & Grants, Field Trips, Ext. Days, Corrective Action Plan response, Audit response, Political Activity, Communication, Software Process, Travel, HR Reminders, EAP, JCBE policies, First Day, etc.)
- Data Entry (i.e. MUNIS, Behavior, Attendance, Grades, Assessments, Pillars, Essential Systems, district support, etc.)
- Professional Responsibilities (i.e. Absences, Email, Media, Phone Response, Identified Admin, Calling Central Office, Parent Concerns, Decorum of IC, Email, Social Media, Open Records Requests, Suspension & Behavior, SRP, etc.)

**Principal Role in Implementation of District Initiatives**

- JCPS Strategic Plan: Vision 2020
- Principal Professional Learning Communities, District Improvement Model
- Racial Equity Plan and use of the Racial Equity Analysis Protocol and EMPT Implementation
- Backpack of Success Skills and Student Defenses
- Six Systems Accelerated & Three Focus Areas

7/23/21  
 DATE EVALUATOR [Signature]

7/23/21  
 DATE EMPLOYEE [Signature]

Distribution: Personnel File  
Supervisor  
Employee



NEW: Submitted:  
07/17/2019 07/16/2019

JOB TITLE:	PRINCIPAL ELEMENTARY SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4295
BARGAINING UNIT:	CERX

### SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, implementing, supervising, and maintaining the educational program and is directly or indirectly responsible for attainment of the District's educational goals. The scope is determined by the size of the school, the characteristics of the students, the activity program mandated by student needs, and community expectations.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment

Applies concepts of curriculum, research, theory, and design to achieve academic expectations

Promotes multicultural awareness, gender sensitivity, and racial and ethnic appreciation

Assesses needs of the student population and available resources and uses this information to align mission of the school with student needs

Allocates and manages resources (staff, materials, dollars and time) to effectively and accountably ensure successful student learning

Supervises and evaluates personnel assigned to the school

Administers and supervises the maintenance of the physical facilities

Provides liaison with students, parents, staff, parent groups, community agencies and promotes positive public and school-community relations

Enforces appropriate state and federal regulations, District policies, administrative directives, and accreditation standards

Manages and maintains appropriate records for all local school fiscal affairs in accordance with state and system wide accounting practices

Provides leadership to the school-based decision-making council and related committees

Provides leadership to parent organizations related to all school programs

Provides leadership for the planning, management, and supervision of the extra-curricular programs

Performs health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

### MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

Three (3) years of successful teaching experience

Satisfactory performance on District administrative application processes

Satisfactory interviews with Superintendent designees

Satisfactory record of job history and performance

Satisfactory job references

Effective communication skills

**DESIRABLE QUALIFICATIONS**

Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

Experience with/working knowledge of current school programs and procedures

Demonstrated ability to work with various groups including those with diversified background

Experience in a diverse workplace

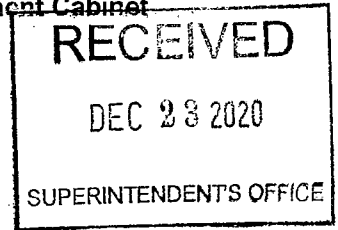
Andy Beshear  
Governor



Lt. Gov. Jacqueline Coleman  
Secretary  
Education and Workforce  
Development Cabinet

Jason E. Glass, Ed.D.  
Commissioner of Education and Chief Learner

**KENTUCKY DEPARTMENT OF EDUCATION**  
300 Sower Boulevard • Frankfort, Kentucky 40601  
Phone: (502) 564-3141 • [www.education.ky.gov](http://www.education.ky.gov)



December 17, 2020

Mr. Duan Wright  
[REDACTED]

**Re: EPSB Case No. 20061059**

Dear Mr. Wright:

On December 14, 2020, the Education Professional Standards Board reviewed a report of educator misconduct against you, and any information you chose to provide in response to that report. At that time, the Board voted to refer your case for attorney review and investigation. The case will be assigned to one of the Board's attorneys to review and evaluate the evidence, determine if more evidence is needed and prepare a recommendation for the Board. The assigned attorney will contact you, or your attorney, once they have had the opportunity to review the file.

Please be aware that this is preliminary action by the Board and remains subject to confidentiality. To review the Board's Procedures Relating to Board Action on an Educator's Certification, please visit our website at (<http://www.epsb.ky.gov/mod/book/view.php?id=61&chapterid=3>). If you have questions, please call (502) 564-4606 or email [EPSBEducatorEthics@education.ky.gov](mailto:EPSBEducatorEthics@education.ky.gov).

Sincerely,

A handwritten signature in cursive that reads "Jason E. Glass".

Jason E. Glass, Ed.D.  
Commissioner of Education and Chief Learner

JEG/lrs

cc: Official File  
Division of Certification, 200307566  
Dr. Martin Pollio, Jefferson County Schools

CHECK APPROPRIATE ITEM

- PRE OBSERVATION CONFERENCE
- POSTOBSERVATION CONFERENCE
- OTHER EVALUATION CONFERENCE

JEFFERSON COUNTY PUBLIC SCHOOLS

PERFORMANCE EVALUATION OBSERVATION/CONFERENCE SUMMARY

NAME: Duan Wright SCHOOL/LOCATION: Hartstern Elementary  
ID#: [REDACTED] JOB ASSIGNMENT: Principal  
DATE OF OBSERVATION(S): DATE OF CONFERENCE: 6/4/20

A conference was held to discuss job performance expectations and/or observation(s) of job performance. The expectations and/or the observation(s) and the conference are summarized below:

On May 28, 2020, a virtual conference was held with Mr. Duan Wright, Principal at Hartstern Elementary. The conference began by stating that this was a due process meeting to discuss the findings from the Office of Compliance and Investigations report regarding an allegation shared on October 28th. He was also advised of the following in an email sent on May 26, 2020 notifying him at the opening of the meeting:

- The right to have representation present.
- A copy of the report would not be shared by email or through the meeting camera. He was notified in advance and was informed that he could request a copy of the report from Open Records.
- The meeting will be recorded. He and/or his representative may also record the meeting but we must be notified.

Mr. Wright was then informed that although the C&I report was inconclusive, there were three items from the report to discuss. Mr. Wright declined to have representation at this meeting. After reading each statement outlined below, Mr. Wright then provided responses, which are noted below each of the statements.

**Statement One:**

It was noted in the report that during your interview, you were asked about reaching out to parents and talking to students after CPS came to conduct the initial interviews and you stated that, "the administration always checks in with students to make sure they are okay following a CPS interview."

When you were advised by the investigator that the practice of reaching out to parents to notify them that "CPS had come to the school to speak to their child could be viewed as impeding an investigation and/or potentially putting a student at greater risk," you [Mr. Wright] responded that you "did not look at it through the investigator's lenses; rather you viewed this practice as maintaining a good relationship with your parents."

Mr. Wright stated that anytime a student is interviewed by CPS or anyone outside of the school, his practice is to check in with the student not to discuss the interview, but to ensure the child is ready to transition back to class. Mr. Wright responded that there was no discussion with a child about the CPS investigation at any point. Mr. Wright also stated that the parent of one of the students informed him that CPS was conducting an investigation of an alleged allegation concerning their child and Mr. Wright. That conversation took place after he had checked in with the student.

**Statement Two:**

In the past you have been advised several times during conversations with myself and Mr. Terry, to have another adult present when addressing disciplinary issues with students. Since there were no other witnesses to corroborate either physical or verbal allegations of abuse, this investigation resulted in an inconclusive report.

Mr. Wright stated that the Assistant Principal has been given the responsibility for all discipline and was out of the office on the day that the allegation took place. Mr. Wright stated that the teacher sent the students to the office, even though he encourages teachers not to. Mr. Wright said that the students came into his office because they were sent by the teacher. He also stated that the door remained open and the closest adult was 3-5 feet away from his office door. Additionally, Mr. Wright shared that he cannot recall a time that he was alone with a child since he has been advised to always have someone present.

**Statement Three:**

According to the report, you admit that you are aware and "ok" with parents indicating that you will "whip/spank" students if they act bad and, in the past, have used scare tactics when speaking to students.

Mr. Wright responded that the discussed scare tactic referenced a previous social story used in a classroom years ago. He also shared that the main character, or Mr. Baboo, would keep students safe and take care of students when they acted "bad". He emphasized that the Mr. Baboo social story is no longer being used.

Mr. Wright clearly stated that he does not encourage students or families to believe he would ever "spank or whip" a student. He also discussed not having control over what parents discuss with their children. Mr. Wright emphasized that he does not promote this type of conversation and will address it when necessary.

During the June 4, 2020 follow up meeting, Mr. Wright was strongly advised to have a team member present when interacting with students. This will ensure there is a witness present when addressing any student concerns.

Additionally, in accordance to JCBE 09.2211 (and Dr. Pollio's Memo 12-20-2019) once an allegation of abuse has been reported to the proper authorities, employees should let them handle the investigation. Although Mr. Wright stated that he did not discuss the CPS allegation with the student or parent, that the parent notified him of the allegation, and that it has never been the practice to discuss investigations only to "check in" to see if students are ready to return to class, Mr. Wright was reminded that any outreach to the parent could be perceived as impeding the investigation. Mr. Wright was also directed to review the district's policy and the legal requirements when reporting CPS allegations.

Finally, Mr. Wright has been reminded that all employees shall act in compliance with the District's Ethics Guidelines/Professional Code of Ethics for Kentucky School Certified Personnel and shall take reasonable measures to protect the health, safety, and emotional well-being of students. Therefore, the staff and leadership at Hartstern Elementary will continue to utilize appropriate language when discussing behaviors with students and provide opportunities for positive interventions. Additionally, Mr. Wright recognizes that parents and students should not at any point believe that "whipping or spanking" is an acceptable response. It is important to restate that he was clear in our discussion on May 28th that he has not encouraged this perception with families of students.

<u>6/4/20</u>	<u>Paige Hartstern</u>	<u>Mr. M. Wright</u>	<u>6/4/2020</u>
DATE	EVALUATOR	DATE	EMPLOYEE

Distribution: Personnel File  
Supervisor  
Employee

12/2011

# EPSB Education Professional Standards Board

EPSB Online Services

are here: [Kentucky Education Certificate Inquiry](#) > Educator Profile

- Search
- Duan Wright
- Credentials
- Roles

## Duan Wright

### Credentials

[Redacted]

Any questions about the suspension or revocation should be referred to the Division of Legal Services at 502.564.4606.

Cred	Description	Effective	Expiration	Restricted To
<b>Do Not Print (00)</b>				
RANK1	Rank I	07-01-2010	06-30-2024	
<b>Cert Issued (30)</b>				
KEN	Professional Certificate For Teaching English, Grades 8 Through 12	07-01-2019	06-30-2024	
KG30	Professional Certificate For Middle Grades English And Communications, Grades 5-9	07-01-2019	06-30-2024	
KP2	Professional Certificate For Instructional Leadership - Principal, All Grades, Level 2	07-01-2017	06-30-2022	

Note: Suspended and revoked credentials are shown with red text with a strike through line.

Information contained on this page is subject to change, reprogramming, modifications of format, and availability at the direction of the Education Professional Standards Board (EPSB), and may not at any particular moment reflect the true status of permissions for a certified educator due to ordinary limitations, delay, or error in the system's operation.

The EPSB disclaims any warranties as to the validity of the information obtained from this page. The recipient is solely responsible for verifying information received through cross-referencing the official record in the EPSB's Division of Certification. The EPSB shall not be liable to the recipient, or to any third party using the system or information obtained therefrom, for any damages whatsoever arising out of the use of this application.

JEFFERSON COUNTY PUBLIC SCHOOLS  
PRINCIPAL/ASSISTANT PRINCIPAL INTERIM SUMMATIVE EVALUATION

NAME: Duan Wright DATE: 5/28/20  
ID #: [REDACTED] LOCATION NAME: Hartstern Elementary  
SUPERVISOR/EVALUATOR: Michael Terry  
DATES OF OBSERVATIONS: 8/1, 9/6, 10/9, 2/13  
DATES OF CONFERENCES: 8/2, 10/3, 1/29, 4/1, 4/10, 4/17

**Narrative Comment by Evaluator**

Following observation(s), the evaluator will make narrative comment on the performance of the principal/assistant principal based on agreed upon Performance Standards and Indicators.

**This conference began with a review of Professional Growth Plan goals and progress on the measurable goals.**

In Mr. Wright's EOY reflection, he shared several action steps completed to ensure a shift from implementation to impact of the district's Six Systems and Three Pillars. It is also important to note that NTI required modification of PGP goals and available data to monitor impact. Mr. Wright successfully redesigned the school's instructional and operation plans to ensure access for students, clear communication (staff and families), opportunities for celebration, and the completion of mandatory tasks.

During the conference, Mr. Wright discussed the following:

- Hartstern Elementary teachers along with administrative staff participated in a MAP Cohort for the 2019- 2020 school year. The MAP Cohort provided an opportunity for teachers and administrative staff to collaborate with the Strategic Content Design Coordinator for NWEA.
- Professional development for teachers and administrative staff was designed to provide additional support to help guide instructional decisions to increase student outcomes. Professional development has been focused around the 3 Pillars and 6 Systems. Mr. Wright participated in the Guided Reading training (Jan Richardson) with his Academic Instructional Coach.
- Hartern's master schedule allows dedicated time for individualized instruction for each student, by tier level.
- CSS data shows that 37% of staff reported that the school is equipped with up to date computers and technology. This is a 4% increase from the previous year. The principal and his team continue to find innovative ways to increase updated technology access for all students.

**Next, we discussed work related specifically to the Elementary Prindpal job description.**

Mr. Wright discussed the following job descriptions outlined in his PGP and provided reflections regarding adherence during the 2019-2020 school year:

- 1. Allocates and manages resources (staff, materials, dollars and time) to effectively and accountably ensure successful student learning.** Mr. Wright continues to find innovative ways to provide technology access for all students at Hartstern. Mr. Wright shared that his team understands the importance of providing technology access for all students.
- 2. Promotes multicultural awareness, gender sensitivity, and racial and ethnic appreciation.** Mr. Wright shared that each grade level is being exposed to culturally responsive teaching through the text: Culturally and Linguistically Responsive Teaching and Learning 2nd Edition. This text was introduced to Tier 1 students during the 2019-2020 school year.
- 3. Serves as the instructional leader and guides, facillitates, and supports the curriculum, instruction, and assessment.** Mr. Wright participated in many professional development training sessions with teachers, coaches and his administrative staff. Mr. Wright participated in the Jan Richardson guided reading training with his academic instructional coach to provide instructional support and feedback to teachers.



**The following strength(s) and next steps to build on these strengths were discussed:**

In response to district initiatives, the primary focus for the 2019-2020 school year was to enhance instructional practice through the implementation of the Six Essential Systems. Schools participated in Collaborative Calibration Visits, self-assessed using the Systems Blueprint, and ensured the district's three Pillars were consistently communicated and reinforced. This included leadership book studies, an intentional use of school climate data, and the development of a rigorous backpack plan. Due to NTI and necessary modifications to current plans, leaders were asked to reflect on the strength(s) and the area(s) for improvement revealed through the process and identify next steps for the upcoming school year.

**Mr. Wright reflected on the the following strength(s) and next steps:**

- Strong partnership/collaboration that has been developed with the MAP Strategic Content Design Coordinator from NWEA. This partnership has truly helped to change how instruction is determined for students.
- Mr. Wright reflected on maintaining a positive, inviting school environment
- Personalized Interventions that continue to provide positive outcomes for students in both reading and math.
- Continue to provide MAP Training and Support
- Incorporate Jan Richardson's RISE Model with fidelity in Grades 2-5 to increase students achievement.

**The following area(s) for improvement and next steps for improvement were discussed:**

**Mr. Wright reflected on the following area(s) for improvement and next steps:**

- Continue the development of the Instructional Leadership Team
- Google Certification for all staff members
- Continue to provide teachers with concrete strategies and effective tools to support instruction for students with culturally diverse backgrounds

**We discussed the following Notable Accomplishments:**

**Mr. Wright's leadership during the Non-Traditional Instructional (NTI) period has been exemplary and included the following:**

- Ensured consistent, ongoing communication regarding modified policies and practices
- Reinforced Pillars/Systems implementation using virtual formats
- Communicated grading and attendance practices to ensure equitable responses to student participation
- Hartstern continues to have some of the highest MAP growth scores in Zone 2 (and among the district)

**The following recommendation(s) for the 2020-2021 school year were made:**

- Implement the next steps identified throughout the conference and EOY reflection
- Continue to participate in professional learning opportunities for Elementary Principals
- Continue to use data from PLCs to enhance teacher instructional practices

**PROFESSIONAL GROWTH PLAN**

The Professional Growth Plan addressed the Standards and Performance Indicators of:

See Attached Professional Growth Plan and Job Description.

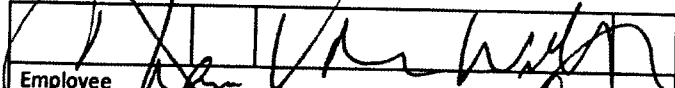
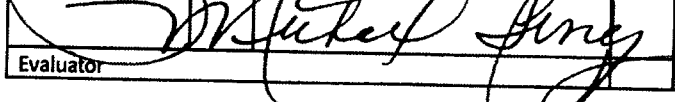
**OPTIONAL COMMENTS BY EVALUATOR AND/OR PRINCIPAL/ASSISTANT PRINCIPAL**

Optional comments may be written below or may be attached to this form provided by the evaluator and principal/assistant principal have initialed all additional pages.

Due to COVID-19 this evaluation meeting was conducted by Teleconference. When circumstances allow the evaluation will be printed and signed in person or via electronic device.

Interim Summative Evaluation – Principal, Assistant Principal  
Form P-4

The principal/assistant principal may submit a written response within ten (10) days to be sent to Employee Relations for inclusion in the principal/assistant principal's personnel file with a copy to the evaluator.

	5/28/20
Employee	Date
	5/28/20
Evaluator	Date

Distribution: Personnel File  
Principal  
Employee

INDIANA  
WESLEYAN  
UNIVERSITY



April 6, 2006

To Whom It May Concern:

This letter is to verify that ~~XXXXXXXXXX~~ is enrolled in the Adult Professional Studies Program as a full-time student. His enrollment dates are 6/18/05 to 1/13/07. The student's anticipated graduation date is 4/07. At that time he will receive a Master of Education Degree.

This student has accumulated 16 credit hours to date.

If you have any questions or need additional information, please contact our office.

Sincerely,

A handwritten signature in cursive script that reads "Karen S. Roorbach".

Karen S. Roorbach  
University Registrar

KSR/jw  
cc: file

CHECK APPROPRIATE ITEM

FORMATIVE EVALUATION  
FORM E-2 (ADMINISTRATIVE)

- PRE-OBSERVATION CONFERENCE
- POST-OBSERVATION CONFERENCE
- OTHER EVALUATION CONFERENCE

JEFFERSON COUNTY PUBLIC SCHOOLS

PERFORMANCE EVALUATION OBSERVATION/CONFERENCE SUMMARY

NAME: Duan VM Wright SCHOOL/LOCATION: Hartstern / 121  
ID#: [REDACTED] JOB ASSIGNMENT: Principal  
DATE OF OBSERVATION(S): n/a DATE OF CONFERENCE: 8-2-2019

A conference was held to discuss job performance expectations and/or observation(s) of job performance. The expectations and/or the observation(s) and the conference are summarized below:

On Aug 2, 2019 a meeting was held at Southern HS with Elementary School principals to discuss job expectations, JCPS policies & procedures and the district administrator evaluation system. During this meeting, the following items were discussed:

**Evaluation Process - Overview of the Principal Evaluation Process**

- Job Description -Elementary School Principal
- Code of Ethics
- Evaluation Timeline
- Professional Growth Plan
- Working Conditions Goal(s) – information pending on working conditions survey
- Student Progress Goals
- Site Visits / Observations
- Principal Summative Evaluation
- Principal Performance Standards
- Intensive Support Process
- Appeal Process (state and local; with and without hearing)

**Principal Day-to-Day Responsibilities**

- On-Line Resources for Principal Task Timeline, Principal Priorities Page, Zone 2 Principal Drive
- JCPS Policies and Procedures (i.e. CPS Reporting, SPP&G, Redbook, Boosters, Donations, Field Trips, Ext. Days, Corrective Action Plan response, Audit response, etc.)
- Data Entry (i.e. MUNIS, Behavior, Attendance, Grades, Assessments, JCPS Pillars, Essential Systems, and district support, etc.)

**Principal Role in Implementation of District Initiatives**

- JCPS Strategic Plan: Vision 2020
- Principal Professional Learning Communities, Collaborative Calibration Visits, Vital Signs, School Effectiveness Reviews
- Racial Equity Plan and use of the Racial Equity Analysis Protocol

Andy Beshear  
Governor



Lt. Gov. Jacqueline Coleman  
Secretary  
Education and Workforce  
Development Cabinet

Kevin C. Brown  
Interim Commissioner of Education

**KENTUCKY DEPARTMENT OF EDUCATION**  
300 Sower Boulevard • Frankfort, Kentucky 40601  
Phone: (502) 564-3141 • [www.education.ky.gov](http://www.education.ky.gov)

June 25, 2020

Superintendent Martin Anthony Pollio  
Jefferson County Schools  
PO Box 34020  
Louisville, KY 40232

**Re: Duan Wright**  
**EPSB Case # 20061059**

Dear Superintendent Martin Anthony Pollio:

We have received your report involving the above named certificate holder.

Pursuant to KRS 161.120 and KAR 1:020, a copy of the report will be provided to Mr. Wright so that s/he may file a rebuttal. A summary of the report(s), and the full rebuttal will be presented to the Education Professional Standards Board. You will be advised of the Board's action at a later date.

If you have questions, please contact our office at (502) 564-4606 or [EPSBEducatorEthics@education.ky.gov](mailto:EPSBEducatorEthics@education.ky.gov).

Sincerely,

A handwritten signature in cursive script that reads "Kelly Foster".

Kelly Foster, Ed.D.  
Associate Commissioner

KF/lrs  
enclosures

CHECK APPROPRIATE ITEM

FORMATIVE EVALUATION  
FORM E-2 (ADMINISTRATIVE)

- PRE-OBSERVATION CONFERENCE
- POST-OBSERVATION CONFERENCE
- OTHER EVALUATION CONFERENCE

JEFFERSON COUNTY PUBLIC SCHOOLS

PERFORMANCE EVALUATION OBSERVATION/CONFERENCE SUMMARY

NAME: Duan Wright SCHOOL/LOCATION: Hartstern ES #121  
 ID#: [REDACTED] JOB ASSIGNMENT: Principal  
 DATE OF OBSERVATION(S): n/a DATE OF CONFERENCE: 2-15-19

A conference was held to discuss job performance expectations and/or observation(s) of job performance. The expectations and/or the observation(s) and the conference are summarized below:

An evaluation conference was held to discuss the principal's mid-year reflection (Form P-2a) on their Professional Growth Plan (Form P-2). The evaluator and principal discussed the progress on goals set in the following areas:

- Student Progress Goal
- Working Conditions Goal
- Professional Growth Goal

The principal reviewed any needed revisions/modifications regarding strategies or action plans related to the goals listed above, and discussed next steps in reaching the goals.

The principal was then asked to reflect further on the following:

Three professional accomplishments that have most contributed to the success of their school:

Three elements from the principal job description in which they have grown the most:

Other areas of concern or success:

The principal will continue the work in all areas noted above and will submit the End-of-Year Professional Growth Plan Reflection (Form P-2b) to their evaluator by May 15<sup>th</sup>.

2-15-19 \_\_\_\_\_ 2/15/19 \_\_\_\_\_  
 DATE EVALUATOR DATE EMPLOYEE

Distribution: Personnel File  
Supervisor  
Employee

CHECK APPROPRIATE ITEM

FORMATIVE EVALUATION  
FORM E-2

\_\_\_\_ PRE-OBSERVATION CONFERENCE

\_\_\_\_ POST-OBSERVATION CONFERENCE

X OTHER EVALUATION CONFERENCE

JEFFERSON COUNTY PUBLIC SCHOOLS

PERFORMANCE EVALUATION OBSERVATION/CONFERENCE SUMMARY

NAME: Duan Wright SCHOOL / LOCATION: Hartstern / 121  
 ID#: [REDACTED] JOB ASSIGNMENT: PRINCIPAL  
 DATE OF OBSERVATION(S): \_\_\_\_\_ DATE OF CONFERENCE: 7/30/18

A conference was held to discuss job performance expectations and/or observation(s) of job performance. The expectations and/or the observation(s) and the conference are summarized below:

On July 30, 2018 a meeting was held at Southern HS with Elementary School principals to discuss job expectations, JCPS policies & procedures and the district administrator evaluation system. During this meeting, the following items were discussed:

- Form E-2, Performance Evaluation Observation/Conference Summary (documentation of meeting/participation)
- Job Description -Elementary School Principal
- Code of Ethics
- CSS/TELL
- Evaluation Timeline
- Overview of the Principal Evaluation Process/Specific details of the Principal Evaluation Process
- Principal Growth Plan/ Planning Process/Self-Reflection
- Working Conditions Goal(s)
- Site Visits/Observations
- Student Progress Goals
- Principal Summative Evaluation
- Overall Ratings/Categories
- Principal Performance Standards
- Intensive Support Process
- Appeal Process (state and local; with and without hearing)
- Principal Responsibilities
- On-Line Resources for Principal Task Timeline, Principal Priorities Page
- JCPS Policies and Procedures (i.e. CPS Reporting, SPP&G, Redbook, Boosters, Donations, Field Trips, Ext. Days, Bldg Mods, etc.)
- Data Entry (i.e. MUNIS, Behavior, Attendance, Grades, Assessments, JCPS Pillars, Essential Systems, and district support,etc.)
- JCPS Strategic Plan: Vision 2020
- Principal PLCs

7/30/18 P. Hartstern  
DATE EVALUATOR

7/30/18 [Signature] VM Wright  
DATE EMPLOYEE

Distribution: Disciplinary (check one): \_\_\_ Yes [Personnel File] \_\_\_ No  
Supervisor  
Employee

CHECK APPROPRIATE ITEM

FORMATIVE EVALUATION  
FORM E-2 (PRINCIPAL)

\_\_\_\_ PRE-OBSERVATION CONFERENCE

\_\_\_\_ POST-OBSERVATION CONFERENCE

X  OTHER EVALUATION CONFERENCE

JEFFERSON COUNTY PUBLIC SCHOOLS

PERFORMANCE EVALUATION OBSERVATION/CONFERENCE SUMMARY

NAME: Duan Wright SCHOOL/LOCATION: Hartstern Elementary/121

ID#: \_\_\_\_\_ JOB ASSIGNMENT: Principal

DATE OF OBSERVATION(S): N/A DATE OF CONFERENCE: 3/9/18

A conference was held to discuss job performance expectations and/or observation(s) of job performance. The expectations and/or the observation(s) and the conference are summarized below:

On March 9th, a meeting was conducted with Mr. Wright to discuss allegations made by a teacher at Hartstern Elementary. Ms. Tammy Crowder claimed that Mr. Wright discriminated against her based her disability. She reported the following three alleged examples:

1. Mr. Wright moved her to a less favorable space due to her disability.
2. Mr. Wright shared information about her disability with other staff members.
3. Mr. Wright told her she would not have been moved if she didn't have a disability.

During our conference, Mr. Wright was adamant that he did not at any point share confidential information regarding Ms. Crowder or assign space based on any type of discrimination. Based on communication from the district's benefits office, her classroom was reassigned so she would be placed on the 1<sup>st</sup> floor and have access to the elevator.

Although Mr. Wright stated that he did not at any point state or allude to the move as a negative or consequence for reporting a disability, he is agreeable to Discrimination and Harassment re-training and will complete this by March 30<sup>th</sup>.

3/9/18     Patty Hartstern     3/9/18     Duan Wright  
DATE             EVALUATOR             DATE             EMPLOYEE

Distribution: Personnel File  
Supervisor  
Employee



## Hartstern, Paige M

---

**From:** Wright, Duan V  
**Sent:** Friday, March 9, 2018 3:28 PM  
**To:** Hartstern, Paige M  
**Subject:** Discrimination/Harassment Video  
**Attachments:** 20180309152650447.pdf

I was able to complete both the video and test this afternoon.

I had the confirmation of the test sent to your email.

Please let me know that you have received the confirmation.

Thanks

Duan Wright

Duan V. M. Wright, Principal  
Hartstern Elementary  
5200 Morningside Way  
Phone (502) 485-8262  
Fax (502) 485-8470

## Success is the heart of Hartstern

"Success is no accident. It is hard work, perseverance, learning, studying, sacrifice, and most of all, love of what you are doing or learning to do" - Pele

Vision 2020: All JCPS students graduate prepared, empowered, and inspired to reach their full potential and contribute as thoughtful, responsible citizens of our diverse, shared world.

---

**From:** noreply@jefferson.kyschools.us <noreply@jefferson.kyschools.us>  
**Sent:** Friday, March 9, 2018 3:26 PM  
**To:** Wright, Duan V  
**Subject:** Message from "101-27-r6503"

This E-mail was sent from "101-27-r6503" (MP 6503).

Scan Date: 03.09.2018 15:26:50 (-0500)  
Queries to: noreply@jefferson.kyschools.us

**Hartstern, Paige M**

---

**From:** Compliance and Investigations <noreply@jefferson.kyschools.us>  
**Sent:** Friday, March 9, 2018 3:24 PM  
**To:** Hartstern, Paige M  
**Subject:** 2017-18 Harassment/Discrimination Quiz Confirmation

Duan Wright ,

Thank you for completing the 2017-18 harassment/discrimination quiz. This email may serve as confirmation of your completion.

If you have any questions, please call the Compliance and Investigations Unit at 485-3341.

# Student Notification

## Student Discrimination/Harassment Video Totals

Please complete the information below as verification that students in your building have viewed the mandatory Discrimination/Harassment video.

Hartstern Elementary Principal

School Name: \_\_\_\_\_

Duan Wright

3/9/18

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

### Elementary School Students

Grade	Date	Total Number of Student who Viewed the Video
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		
Total		

### Middle School Students

Grade	Date	Total Number of Student who Viewed the Video
6 <sup>th</sup>		
7 <sup>th</sup>		
8 <sup>th</sup>		
Total		

### High School Students

Grade	Date	Total Number of Student who Viewed the Video
9 <sup>th</sup>		
10 <sup>th</sup>		
11 <sup>th</sup>		
12 <sup>th</sup>		
Total		

Please return this form by email to [jayme.bassett@jefferson.kyschools.us](mailto:jayme.bassett@jefferson.kyschools.us) or fax to 485-3593.

*Duan Wright*  
3/9/18



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

**SCANNED**

OCT 27 17 16

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

THIS CERTIFIES THAT **DUAN WRIGHT**

200307566

CERTIFICATE NUMBER

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	
2820	Western Kentucky University	Planned Sixth-Year Program
3872	Indiana Wesleyan University	Master's
2820	Western Kentucky University	Bachelor's

RANK UNDER KRS 157.390: 1 07/01/2010

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
KEN	Professional Certificate For Teaching English, Grades 8 Through 12	01/03/2005	06/30/2024
KG30	Professional Certificate For Middle Grades English And Communications, Grades 5-9	07/01/2006	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.			
KP2	Professional Certificate For Instructional Leadership - Principal, All Grades, Level 2	07/01/2017	06/30/2022
RENEWAL REQUIRES COMPLETION OF TWO YEARS OF EXPERIENCE IN THE POSITION FOR WHICH THE CERTIFICATE WAS ISSUED, OR 3 SEMESTER HOURS NEW GRADUATE CREDIT RELATED TO POSITION FOR EACH YEAR OF EXPERIENCE NOT COMPLETED, OR COMPLETION OF EILA HOURS AS SPECIFIED IN KRS 156.101 BY SEPTEMBER 1 OF EXPIRATION YEAR.			

IT IS THE RESPONSIBILITY OF THE CERTIFICATE HOLDER TO MAINTAIN THE VALIDITY OF THIS CERTIFICATE. (Renewal requirements printed above)  
 (See reverse side for the Professional Code of Ethics)

DATE OF TRANSACTION: 10/23/2017

K Klems

*James W. Adams*

EXECUTIVE DIRECTOR  
 EDUCATION PROFESSIONAL STANDARDS BOARD

DUAN WRIGHT

One copy of this document should be filed with the employer

CHECK APPROPRIATE ITEM

FORMATIVE EVALUATION  
FORM E-2 (ADMINISTRATIVE)

- PRE-OBSERVATION CONFERENCE
- POST-OBSERVATION CONFERENCE
- OTHER EVALUATION CONFERENCE

JEFFERSON COUNTY PUBLIC SCHOOLS

PERFORMANCE EVALUATION OBSERVATION/CONFERENCE SUMMARY

NAME: Duan Wright SCHOOL/LOCATION: Hartstern / 121  
 ID#: \_\_\_\_\_ JOB ASSIGNMENT: Principal  
 DATE OF OBSERVATION(S): \_\_\_\_\_ DATE OF CONFERENCE: 7/21/16

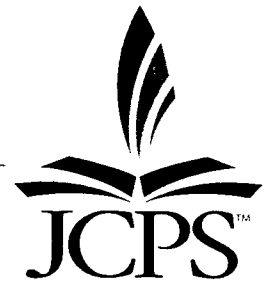
A conference was held to discuss job performance expectations and/or observation(s) of job performance. The expectations and/or the observation(s) and the conference are summarized below:

On July 14, 2016 a meeting was held with Region 2 principals to discuss the evaluation process. During this meeting, the following items were discussed:

- Form P-1, Performance Evaluation Observation/Conference Summary, (documentation of meeting/participation)
- Job Description - Elementary, Middle and High School Principal/ Principal Responsibilities
- Code of Ethics
- PPGES Timeline
- Overview of the Principal Evaluation Process
- Specific details of the Principal Evaluation Process
- Principal Growth Plan/ Planning Process/Self-Reflection
- Sources of Evidence Working Conditions
- Site Visits/Observations
- Val Ed/TELL Survey
- Student Growth (state and local contributions for current year and past year)
- Principal Summative Evaluation
- Overall Ratings/Categories
- Principal Performance Standards
- Intensive Support Process
- Appeal Process (state and local; with and without hearing)
- Principal PLCs
- On-Line handbook (SharePoint)
- JCPS Strategic Plan: Vision 2020
- JCPS Policies and Procedures
- Discussed the response to the Internal Audit on Data Reporting (6.3.16) and underscored that Data Reporting is a top priority and that Management will not tolerate under-reporting any such information.

7/21/16 Paige Norster 7/21/16 Duan Wright  
 DATE EVALUATOR DATE EMPLOYEE

Distribution: Personnel File  
Supervisor  
Employee



December 7, 2016

Dear Principal/Supervisor,

As you know, JCPS recently undertook a months-long examination of its Student Support and Behavior Intervention Handbook (often referred to as the district's Student Code of Conduct). Throughout those discussions, it was clear that the underlying motivation for everyone involved was ensuring the safety and security of our campuses, our buses and our schools, and, most importantly, the people in them.

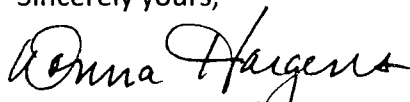
In order to affirm our commitment to that goal, and demonstrate that we are keenly and consistently aware of circumstances that impact the safety of our schools so we can be appropriately proactive and reactive, it is critical that we collect unimpeachable data on all the variables surrounding student behavior. For that to happen, it is imperative that data be entered into the Infinite Campus Behavior Tab exactly as requested. The following data are **required to be entered into the Behavior Tab in IC:**

1. All behavior referrals including bus referrals,
2. All behavior incidents and resolutions prescribed as part of the Progressive Discipline steps you are taking to support and document a student's behavior,
3. All behavior incidents resulting in loss of instructional time, including time spent in a Positive Action Center (or any de-escalation space similar to), In-School Suspensions and Out-of-School Suspensions,
4. All behavior incidents resulting in a restraint or seclusion,
5. All KDE law violations, and
6. All behavior incidents resulting in the "arrest" box being checked.

Please familiarize yourself with these required entry fields. By agreeing with and signing this letter, you signify that you are aware of the requirements and agree to enter said data accordingly. If you are the principal signing this letter, please be aware that you are solely responsible for the school's complete and correct performance on reporting and data entry. Failure to follow this protocol can have serious implications for our students, staff, district and outside agencies. Substantiated failure to do so may result in disciplinary action up to and including termination. This is a high priority with the District, and we expect compliance to be demonstrated at the highest levels, as an example for everyone.

As always, please feel free to contact me with any questions or concerns you may have regarding this issue.

Sincerely yours,

  
Donna Hargens, Ed.D.

Human Resources  
VanHoose Education Center  
3332 Newburg Road  
Louisville, KY 40218

# JEFFERSON COUNTY PUBLIC SCHOOLS

## Notification of Change

JCPS Employee Number: [REDACTED]

SSN: [REDACTED]

July 02, 2014

Seniority Date: 09-13-2004

DUAN V. WRIGHT  
[REDACTED]

Work Location: 121

Dear JCPS Employee:

The following changes have been made to your assignment, personal information, and/or salary placement effective 07-01-2014. Please check the information below for accuracy. For further understanding or your JCPS employment information, go to Employee Self Service at <http://employee.jefferson.kyschools.us/ess/>

R/S	FROM	TO
[REDACTED]	Job Title: _____	PRINCIPAL ELEMENTARY SCHOOL
	Work Location: <u>121 / HARTSTERN ELEMENTARY</u>	121 / HARTSTERN ELEMENTARY
	Hourly/Daily/Annual Salary: _____ / _____ / _____	51.0124 / 408.0992 / 89,781.82
BU:	_____	CERX
Grade (rank) / Step:	_____	11 / RANK I / 10
Days / Hours:	_____ / _____	220.00 / 8.00
Position Number:	2000249	4325
<b>LEAVE OF ABSENCE</b>		
Type of Leave:	_____	Effective Date: _____ Return Date: _____
<b>LAYOFF - DISCHARGE - RESIGNATION - RETIREMENT</b>		
Type of Separation:	_____	Effective Date: _____

Comments: REASSIGNMENT- SEE NOTES

Approved By: *J. Asmus*

Prepared By: cliner

**Human Resources**

VanHoose Education Center  
3332 Newburg Road  
Louisville, KY 40218

**JEFFERSON COUNTY PUBLIC SCHOOLS  
Notification of Change**

JCPS Employee Number: [REDACTED]

SSN: [REDACTED]

July 18, 2012

Seniority Date: 09-13-2004

DUAN V. WRIGHT  
[REDACTED]

Work Location: 121

Dear JCPS Employee:

The following changes have been made to your assignment, personal information, and/or salary placement effective 07-18-2012. Please check the information below for accuracy. For further understanding or your JCPS employment information, go to Employee Self Service at <http://employee.jefferson.kyschools.us/ess/>

R/S	[REDACTED]	FROM	TO
		Job Title: <u>TEACHER MID SCH</u>	<u>ELEM ASST PRINCIPAL</u>
		Work Location: <u>164 / CONWAY MIDDLE</u>	<u>121 / HARTSTERN ELEMENTARY</u>
		Hourly/Daily/Annual Salary: <u>45.8182 / 320.7272 / 59,975.99</u>	<u>44.9419 / 359.5352 / 77,300.07</u>
BU:		<u>CERT</u>	<u>CERX</u>
Grade (rank) / Step:		<u>11 / RANK 1 / 8</u>	<u>11 / RANK 1 / 8</u>
Days / Hours:		<u>187.00 / 7.00</u>	<u>215.00 / 8.00</u>
Position Number:		<u>280</u>	<u>2000249</u>
<b>LEAVE OF ABSENCE</b>			
Type of Leave:	_____	Effective Date: _____	Return Date: _____
<b>LAYOFF - DISCHARGE - RESIGNATION - RETIREMENT</b>			
Type of Separation:	_____	Effective Date:	_____

**Comments:** REASSIGNMENT - CONGRATULATIONS! SEE NOTES

REASSIGNMENT FROM MIDDLE SCHOOL TEACHER JCC 4520 POS# 28 LOC# 164 TO ELEMENTARY ASSISTANT PRINCIPAL JCC 4353 POS# 2000249 LOC# 121

Approved By: J. Sexton

Prepared By: clincol1 07/17/2012 15:59:46



**JEFFERSON COUNTY BOARD OF EDUCATION  
NOTIFICATION OF CHANGE**

007146



Name: **WRIGHT DUAN V**  
Address: [REDACTED]

Soc. Sec. No: [REDACTED]	Race/Sex Code: [REDACTED]	Phone: [REDACTED]	Today's Date: 11/02/10
Department: 20	Budget Slot (1): 0011	Budget Slot (2): [REDACTED]	Budget Slot (3): [REDACTED]
Job Code (1): 05030	Job Code (2): [REDACTED]	Job Code (3): [REDACTED]	Effective Date: 07/01/10
Board Action Date: [REDACTED]	Last Day Worked: [REDACTED]	Last Day Paid: [REDACTED]	Yrs. Exp.: 6
Original Leave Date: [REDACTED]	Personal Days: [REDACTED]	Sick Days: [REDACTED]	Vac. Days: [REDACTED]
Birth Date: [REDACTED]	Hire Date: 09/13/04	<b>Employment Status: A /PERMANENT FULL-TIME</b>	
Representation Code: T	Perm. Rep. Code: T		
007146	909110	1 05030 2435	

**Transfer**

Job Assignment: TEACHER	To: SAME	
Certification: KEN KG30		
Work Location: 164 CONWAY MID SCHOOL	To: SAME	
Current Salary: \$265.36 \$49622.00	To: \$284.64 \$53227.00	
Job Family: 3	To: 3	
Grade/Rank/Step: 21/06	To: 10/06	
Admin. Tch. Rank/Step:	To:	
Funding Source: GENERAL	To: SAME	
Acct. No. (1): 1-0100-20-1110-122-5-164-30	Pct: 1.00	To: SAME
Acct. No. (2):	Pct:	To: Pct:
Acct. No. (3):	Pct:	To: Pct:
Reason:		
Base Days/Hours: 187/	To: 187/	
Person replaced - Name/Reason:		
FICA: CERS:	KTRS: X	Additon: Replacement:

**LEAVE OF ABSENCE**

Type of Leave:	Expected Date of Return:	
Job Assignment:	Work Location:	
Funding Source:	Acct. No. (1):	Pct:
	Acct. No. (2):	Pct:
	Acct. No. (3):	Pct:

**LAYOFF / DISCHARGE / RESIGNATION / RETIREMENT / NON-RENEW**

Layoff:	Discharge:	Resignation:	Retirement:	Non-Renew:
Job Assignment:		Work Location:		
Reason:				
Funding Source:		Acct. No. (1):		Pct:
		Acct. No. (2):		Pct:
		Acct. No. (3):		Pct:

**Remarks**

Remarks: CONGRATULATIONS! RECEIVED RANK I

Copies: FILE, PRINCIPAL

**Recall Information**

Recall Issued:	AM	PM	Job Assignment:		
Work Location:			Salary Grade:	Days/Hours:	Job Offer Accepted: Yes No
If Refused, reason:					
Person making call:					

**DIVISION OF PERSONNEL SERVICES**

Signed:  
Personnel Administrator:

Date: 11/02/10



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

**RECEIVED**  
 NOV 02 2010  
 PERSONNEL

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

THIS CERTIFIES THAT **DUAN WRIGHT**

EPSB ID 200307566

CERTIFICATE NUMBER [REDACTED]

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	
2820	Western Kentucky University	Planned Sixth-Year Program
3872	Indiana Wesleyan University	Master's
2820	Western Kentucky University	Bachelor's

RANK UNDER KRS 157.390: 1 07/01/2010

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
KEN	Professional Certificate For Teaching English, Grades 8 Through 12	01/03/2005	06/30/2024
KG30	Professional Certificate For Middle Grades English And Communications, Grades 5-9	07/01/2006	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. (Renewal requirements printed above)  
 (See reverse side for the Professional Code of Ethics)

DATE OF TRANSACTION: 10/26/2010

CG Hord

*Philip B. Rogers*

EXECUTIVE DIRECTOR  
 EDUCATION PROFESSIONAL STANDARDS BOARD

DUAN WRIGHT

[REDACTED]

One copy of this document should be filed with the employer



SCANNED  
HD-10-16-08

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

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

THIS CERTIFIES THAT **DUAN WRIGHT**

**CERTIFICATE NUMBER 495809054**

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	
3872	Indiana Wesleyan University	Master's
2820	Western Kentucky University	Bachelor's

**RANK UNDER KRS 157.390: 2 01/13/2007**

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
KEN	Professional Certificate For Teaching English, Grades 8 Through 12	01/03/2005	06/30/2019
KG30	Professional Certificate For Middle Grades English And Communications, Grades 5-9	07/01/2006	06/30/2019

**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. (Renewal requirements printed above)

(See reverse side for the Professional Code of Ethics)

**DATE OF TRANSACTION: 02/23/2007**

**CH**

*Phillip S. Rogers*

**EXECUTIVE DIRECTOR  
EDUCATION PROFESSIONAL STANDARDS BOARD**

**DUAN WRIGHT**



One copy of this document should be filed with the employer



# COMMONWEALTH OF KENTUCKY

EDUCATION PROFESSIONAL STANDARDS BOARD

100 AIRPORT ROAD, 3RD FLOOR

FRANKFORT, KENTUCKY 40601

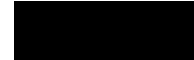
## EMERGENCY TEACHING CERTIFICATE

THIS CERTIFIES THAT

DUAN WRIGHT



REFERENCE NUMBER



IS HEREBY AUTHORIZED TO CONTRACT WITH THE BOARD OF EDUCATION OF THE

Jefferson County

# SCANNED

SCHOOL DISTRICT FOR EMPLOYMENT WITHIN THE PERIOD OF VALIDITY. THIS CERTIFICATE IS ISSUED IN ACCORDANCE WITH KENTUCKY STATUTES AND EDUCATION PROFESSIONAL STANDARDS BOARD REGULATIONS GOVERNING THE ISSUANCE OF EMERGENCY TEACHING CERTIFICATES AND IS LIMITED TO THE SPECIFIC ASSIGNMENT INDICATED BELOW.

**ACADEMIC PREPARATION:** Bachelor's

**RANK:** 4

**VALID FROM** 11/03/2004 **TO JUNE 30 OF THE YEAR OF EXPIRATION FOR SERVICE IN KENTUCKY SCHOOLS AS FOLLOWS:**

CODE	CERTIFICATE AND ENDORSEMENTS	EXPIRATION DATE
XM30	<b>EMERGENCY TEACHING CERTIFICATE</b> Emergency Certificate For Middle School English	06/30/2005

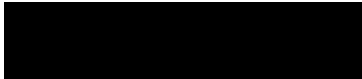
**ISSUED THIS DATE:** 11-15-2004

CS

**Executive Director**  
**Education Professional Standards Board**

**NOTE:** AN OFFICIAL COPY OF THIS CERTIFICATE HAS BEEN SENT TO THE OFFICE OF THE SUPERINTENDENT OF THE LOCAL SCHOOL DISTRICT AS OFFICIAL CERTIFICATION RECORD FOR AUDITING PURPOSES.

DUAN WRIGHT

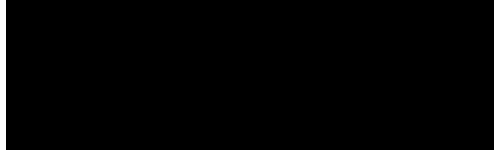


Rev. 8/04



*Ensuring quality educators for Kentucky schools*

100 Airport Road, 3rd Floor  
Frankfort, Kentucky 40601  
Telephone: (502) 564-4606  
Toll Free: (888) 598-7667  
FAX: (502) 564-7080



**SCANNEL**

November 10, 2004

Dear Superintendent:

Enclosed is the Emergency Certificate for the 2004-2005 school year. (KRS 161.100 and 16 KAR 2:120)

The Education Professional Standards Board, depending upon the assessment of need for the position and the availability of qualified teachers, shall approve or disapprove a request for the employment of emergency teachers. The term of validity of an emergency certificate may be limited to a period of less than the full school year; the beginning date shall be no earlier than the date the request form is received in the Education Professional Standards Board.

**The issuance of an emergency certificate for each subsequent year shall require completion of six (6) semester hours of credit from the preparation program leading to the required certification for the position.**

c: Teacher: DUAN WRIGHT, JEFFERSON COUNTY

NOTE: The original letter and Full-Emergency certificate were sent to the district.



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

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

THIS CERTIFIES THAT **DUAN WRIGHT**

CERTIFICATE NUMBER [REDACTED]

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	
2820	Western Kentucky University	Bachelor's

RANK UNDER KRS 157.390: **3**                      01/03/2005

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Code	Certification	Effective Date	Expiration Date
KEN	Professional Certificate For Teaching English, Grades 8 Through 12	01/03/2005	06/30/2009
KG30	Professional Certificate For Middle Grades English And Communications, Grades 5-9	07/01/2006	06/30/2009

RENEWAL REQUIRES 15 SEMESTER HOURS NEW CREDIT SELECTED FROM APPROVED MASTER'S DEGREE OR PLANNED FIFTH-YEAR PROGRAM BY SEPTEMBER 1 OF EXPIRATION YEAR.

CT 24 P 4: 19  
 H RESOURCES  
 DEPARTMENT

IT IS THE RESPONSIBILITY OF THE CERTIFICATE HOLDER TO MAINTAIN THE VALIDITY OF THIS CERTIFICATE. (Renewal requirements printed above)

(See reverse side for the Professional Code of Ethics)

DATE OF TRANSACTION: **10/17/2006**

PA

*Philip S. Rogers*

**EXECUTIVE DIRECTOR  
 EDUCATION PROFESSIONAL STANDARDS BOARD**

DUAN WRIGHT



One copy of this document should be filed with the employer



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

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

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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
2820	Western Kentucky University Bachelor's

RANK UNDER KRS 157.390: 3                      8/2/2005

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
KEN	Professional Certificate For Teaching English, Grades 8 Through 12  RENEWAL REQUIRES 15 SEMESTER HOURS NEW CREDIT SELECTED FROM APPROVED MASTER'S DEGREE OR PLANNED FIFTH-YEAR PROGRAM BY SEPTEMBER 1 OF EXPIRATION YEAR.	01/03/2005	06/30/2009

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

(See reverse side for a summary of renewal requirements)

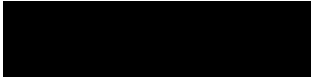
DATE OF TRANSACTION: 1/10/2006

CS

*Philip S. Rogers*

EXECUTIVE DIRECTOR  
 EDUCATION PROFESSIONAL STANDARDS BOARD

DUAN WRIGHT



One copy of this document  
 should be filed with the  
 employer

JEFFERSON COUNTY BOARD OF EDUCATION  
NOTIFICATION OF CHANGE

006200



Name: WRIGHT DUAN V

Address: [REDACTED]

Soc. Sec. No: [REDACTED] Race/Sex Code: [REDACTED]  
Department: 20 Budget Slot (1): 0011  
Job Code (1): 05030 Job Code (2):  
Board Action Date: Last Day Worked:  
Original Leave Date: Personal Days:  
Birth Date: [REDACTED] Hire Date: 09/13/04  
Representation Code: T Perm. Rep. Code: T  
006200 734381 1 05030 2435

Phone: [REDACTED] Today's Date: 10/16/08  
Budget Slot (2): Budget Slot (3):  
Job Code (3): Effective Date: 09/15/08  
Last Day Paid: Yrs. Exp.: 4  
Sick Days: Vac. Days:  
Employment Status: A /PERMANENT FULL-TIME

Transfer

Job Assignment: TEACHER To: SAME  
Certification: KEN KG30  
Work Location: 164 CONWAY MID SCHOOL To: SAME  
Current Salary: \$243.42 \$45519.00 To: \$245.74 \$45953.00  
Job Family: 3 To: 3  
Grade/Rank/Step: 20/04 To: 21/04  
Admin. Tch. Rank/Step: To:  
Funding Source: GENERAL To: SAME  
Acct. No. (1): 9-0100-20-1110-122-5-164-30 Pct: 1.00 To: SAME Pct:  
Acct. No. (2): Pct: To: Pct:  
Acct. No. (3): Pct: To: Pct:  
Reason: RANK CHANGE  
Base Days/Hours: 187/ To: 187/  
Person replaced - Name/Reason:  
FICA: CERS: KTRS: Additon: Replacement:

LEAVE OF ABSENCE

Type of Leave: Expected Date of Return:  
Job Assignment: Work Location:  
Funding Source: Acct. No. (1): Pct:  
Acct. No. (2): Pct:  
Acct. No. (3): Pct:

LAYOFF / DISCHARGE / RESIGNATION / RETIREMENT

Layoff: Discharge: Resignation: Retirement:  
Job Assignment: Work Location:  
Reason:  
Funding Source: Acct. No. (1): Pct:  
Acct. No. (2): Pct:  
Acct. No. (3): Pct:

Remarks

Remarks: CONGRATULATIONS! RECEIVED +15 TOWARD RANK 1  
FINANCE: PLEASE NOTE EFFECTIVE DATE 9/15/08. THANK YOU!

Copies: FILE

Recall Information

Recall Issued: AM PM Job Assignment:  
Work Location: Salary Grade: Days/Hours: Job Offer Accepted: Yes No  
If Refused, reason:  
Person making call:

DIVISION OF PERSONNEL SERVICES

Signed:  
Personnel Administrator:

Date: 10/16/08



9-13-04

# JCPS Salary Verification +15 Credit Hours Toward Next Rank

This form is to be completed by the university  
Teacher Certification Officer.

RECEIVED  
OCT 16 2008  
By \_\_\_\_\_

As Certification Officer of Western Kentucky University (university name)

Per the request of Duan Wright (print teacher's full name),

Teacher's Social Security [redacted] Last four digits of SSN#),

This notice is to verify that the above named teacher has earned 18 (#) credit hours  
applicable toward one of the following teacher education programs (indicate only one):

- A planned Master's Degree or Rank II program (per KAR 8:020)
- A planned Rank I program (per KAR 8:010).

These credit hours were successfully completed as of      Sept

NOC  
[redacted]

Ellen Gott 10/16/08  
Signature of University Teacher Certification Officer

Ellen Gott  
Printed name of University Teacher Certification Officer

Please ensure all information is provided and fax or email return:

If faxing, sign the completed form and fax to:  
Human Resources Department/Certification  
Jefferson County Public Schools  
3332 Newburg Road  
Louisville, KY 40218  
(fax) 502-485-8948

OR  
Certification Officer may email the completed form to:  
Meeane.smith@jefferson.kyschools.us

Office use only: Cert(s) on file:   
Expires: 2019

# CONTINUING CONTRACT OF EMPLOYMENT

COMMONWEALTH OF KENTUCKY  
COUNTY OF JEFFERSON

CONWAY MID SCHOOL

This contract of continuing employment made and entered into this 1ST day of May, 2008 by and between the Jefferson County School District, Louisville, Kentucky, herein after called the District, and

## **DUAN V. WRIGHT**

a teacher holding a valid certificate issued in accordance with the the laws of Kentucky, and now in force, hereinafter called Teacher, as defined KRS 161.720.

**WHEREAS**, the Superintendent of the District did appoint said Teacher for continuing employment at a salary to be determined annually by the Teacher's qualifications and by a salary schedule to be adopted by the District and approved by the State Board for Elementary and Secondary Education, and

**WHEREAS**, KRS 161.730, 161.720, AND 161.810 provide for continuing contracts with each district for teachers who are qualified by the terms of said law; and

### **NOW, THEREFORE, THIS CONTRACT WITNESS:**

That pursuant to said appointment and in consideration of the said salary to be paid in the manner and at the times prescribed by law, and of the salary for any and all subsequent school terms to be fixed annually by the District according to law and to be paid in the manner and at the times prescribed by law, the Teacher agrees to perform in a thorough and professional manner all of the duties of said position and employment under the direction of the superintendent of the District, and further agrees to observe faithfully and enforce the rules and regulations lawfully prescribed by legally constituted school authorities in so far as such rules and regulations may be applicable to the position which each teacher holds.

### **THE PARTIES HERETO MUTUALLY AGREE:**

1. The services to be performed by said teacher shall be such as are required by law, by the lawful rules and regulations of the State Board for Elementary and Secondary Education, and by the lawful rules and regulations of the District.
2. The duties to be performed are to commence on the first day required by the school calendar adopted or amended by the District 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 30 of the school year in such school or schools.
3. The services to be performed under this contract shall begin on the dates herein specified and shall be continued from year to year for the respective school terms prescribed from year to year by the District or any other legally constituted authorities.
4. This continuing contract of employment shall remain in full force and effect, subject to all the provisions set forth, except as modified or terminated by mutual consent, in writing, of the Board or local Superintendent, as applicable, and the Teacher, and unless and until terminated with written notice, stating cause or causes, to the Teacher under KRS 161.790 or by written resignation of the teacher. The expression "Cause or Causes" as used in this paragraph, in addition to those contained in KRS 161.790, shall mean failure on the part of the Teacher to fulfill this contract, or a violation on the part of the Teacher of any of the lawful provisions herein.
5. The power of the District to transfer, suspend or dismiss the Teacher as provided in KRS 160.380, 161.170, 161.760, and 161.790, or other applicable statutes, is in no manner impaired or affected by this contract.

## BOARD COPY - SIGN & RETURN

# LIMITED CONTRACT OF EMPLOYMENT

COMMONWEALTH OF KENTUCKY  
COUNTY OF JEFFERSON

L-4  
SOUTHERN LEADSHIP ACA

Pursuant to KRS 161.730, this contract is made and entered into this 1ST day of May, 2007, by and between the Jefferson County School District, Louisville, Kentucky, herein after called the District, and

**DUAN V. WRIGHT**

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.

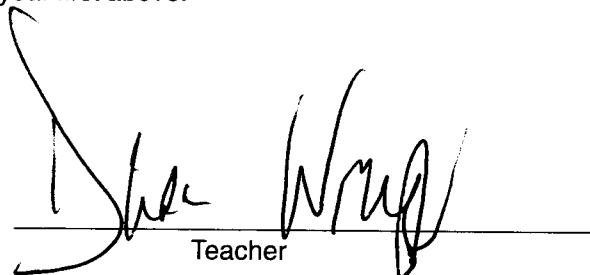
**WITNESS:** THAT SAID TEACHER HAS BEEN DULY APPOINTED BY THE SUPERINTENDENT OF THE DISTRICT IN THE PUBLIC SCHOOLS OF JEFFERSON COUNTY, FOR ONE YEAR. THE PARTIES TO THIS CONTRACT HEREBY AGREE TO THE FOLLOWING CONDITIONS:

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, and the lawful rules and regulations of the District.
2. The duties to be performed are to commence on the first day required by the school calendar adopted or amended by the District 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 30 of the school year in such school or schools.
3. 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 qualifications and the salary schedule adopted by the District and approved by the State Board for Elementary and Secondary Education for the year coming within the limits of this contract.
4. Said salary shall be payable not later than the end of each month during the period of employment and/or in accordance with a plan adopted by the District in compliance with the lawful rules and regulations of the State Board for Elementary and Secondary Education.
5. The teacher shall be entitled to sick leave, or other leave and fringe benefits in accordance with state law, the lawful rules and regulations of the State Board for Elementary and Secondary Education, and the lawful rules and regulations of the District.
6. The teacher shall keep such records and reports and furnish same to the District Superintendent at regular periods designated by him, state law, the lawful rules and regulations of the State Board for Elementary and Secondary Education, and the lawful rules and regulations of the District.
7. The power of the District to transfer, suspend or dismiss the teacher, as provided for in KRS 160.380, 161.170, 161.790, or other applicable statutes, is in no manner impaired or affected by this contract.
8. This contract shall remain in full force subject to all provisions here set forth, unless and until terminated in compliance with KRS 161.170, 161.750, 161.780 and 161.790, or other applicable statutes.

WITNESS the following signatures as of the day, month and year first above.

JEFFERSON COUNTY SCHOOL DISTRICT

  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Teacher

BOARD COPY - SIGN & RETURN

MIS Conlim 4/07

# LIMITED CONTRACT OF EMPLOYMENT

COMMONWEALTH OF KENTUCKY  
COUNTY OF JEFFERSON

L-3  
SOUTHERN LEADSHIP ACA

Pursuant to KRS 161.730, this contract is made and entered into this 1ST day of May, 2006, by and between the Jefferson County School District, Louisville, Kentucky, herein after called the District, and

**DUAN V. WRIGHT**

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.

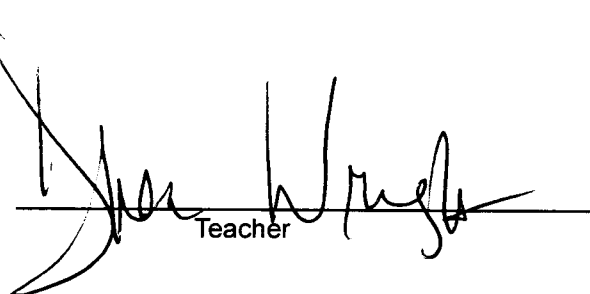
**WITNESS:** THAT SAID TEACHER HAS BEEN DULY APPOINTED BY THE SUPERINTENDENT OF THE DISTRICT IN THE PUBLIC SCHOOLS OF JEFFERSON COUNTY, FOR ONE YEAR. THE PARTIES TO THIS CONTRACT HEREBY AGREE TO THE FOLLOWING CONDITIONS:

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, and the lawful rules and regulations of the District.
2. The duties to be performed are to commence on the first day required by the school calendar adopted or amended by the District 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 30 of the school year in such school or schools.
3. 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 qualifications and the salary schedule adopted by the District and approved by the State Board for Elementary and Secondary Education for the year coming within the limits of this contract.
4. Said salary shall be payable not later than the end of each month during the period of employment and/or in accordance with a plan adopted by the District in compliance with the lawful rules and regulations of the State Board for Elementary and Secondary Education.
5. The teacher shall be entitled to sick leave, or other leave and fringe benefits in accordance with state law, the lawful rules and regulations of the State Board for Elementary and Secondary Education, and the lawful rules and regulations of the District.
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7. The power of the District to transfer, suspend or dismiss the teacher, as provided for in KRS 160.380, 161.170, 161.790, or other applicable statutes, is in no manner impaired or affected by this contract.
8. This contract shall remain in full force subject to all provisions here set forth, unless and until terminated in compliance with KRS 161.170, 161.750, 161.780 and 161.790, or other applicable statutes.

WITNESS the following signatures as of the day, month and year first above.

JEFFERSON COUNTY SCHOOL DISTRICT

  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Teacher

**BOARD COPY - SIGN & RETURN**

MIS Conlim 4/06

# LIMITED CONTRACT OF EMPLOYMENT

COMMONWEALTH OF KENTUCKY  
COUNTY OF JEFFERSON

L-2  
SOUTHERN LEADSHP ACA

Pursuant to KRS 161.730, this contract is made and entered into this 1ST day of May, 2005, by and between the Jefferson County School District, Louisville, Kentucky, herein after called the District, and

**DUAN V. WRIGHT**

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.

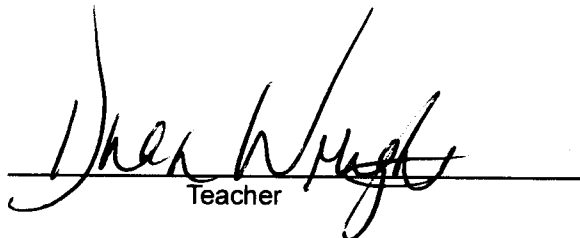
**WITNESS:** THAT SAID TEACHER HAS BEEN DULY APPOINTED BY THE SUPERINTENDENT OF THE DISTRICT IN THE PUBLIC SCHOOLS OF JEFFERSON COUNTY, FOR ONE YEAR. THE PARTIES TO THIS CONTRACT HEREBY AGREE TO THE FOLLOWING CONDITIONS:

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, and the lawful rules and regulations of the District.
2. The duties to be performed are to commence on the first day required by the school calendar adopted or amended by the District 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 30 of the school year in such school or schools.
3. 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 qualifications and the salary schedule adopted by the District and approved by the State Board for Elementary and Secondary Education for the year coming within the limits of this contract.
4. Said salary shall be payable not later than the end of each month during the period of employment and/or in accordance with a plan adopted by the District in compliance with the lawful rules and regulations of the State Board for Elementary and Secondary Education.
5. The teacher shall be entitled to sick leave, or other leave and fringe benefits in accordance with state law, the lawful rules and regulations of the State Board for Elementary and Secondary Education, and the lawful rules and regulations of the District.
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7. The power of the District to transfer, suspend or dismiss the teacher, as provided for in KRS 160.380, 161.170, 161.790, or other applicable statutes, is in no manner impaired or affected by this contract.
8. This contract shall remain in full force subject to all provisions here set forth, unless and until terminated in compliance with KRS 161.170, 161.750, 161.780 and 161.790, or other applicable statutes.

WITNESS the following signatures as of the day, month and year first above.

JEFFERSON COUNTY SCHOOL DISTRICT

By   
Superintendent

  
Teacher

BOARD COPY - SIGN & RETURN

MIS Conlim 4/04

# LIMITED CONTRACT OF EMPLOYMENT

COMMONWEALTH OF KENTUCKY  
COUNTY OF JEFFERSON

Pursuant to KRS 161.730, this contract is made and entered into this September 14, 2004  
between the Jefferson County School District, Louisville, Kentucky, herein after called the District, and

## DUAN V. WRIGHT

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.

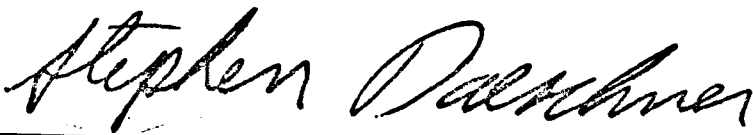
**WITNESSETH:** THAT SAID TEACHER HAS BEEN DULY APPOINTED BY THE SUPERINTENDENT OF THE DISTRICT IN THE PUBLIC SCHOOLS OF JEFFERSON COUNTY, FOR ONE YEAR. THE PARTIES TO THIS CONTRACT HEREBY AGREE TO THE FOLLOWING CONDITIONS:

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, and the lawful rules and regulations of the District.
2. The duties to be performed are to commence on the first day required by the school calendar adopted or amended by the District 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 30 of the school year in such school or schools.
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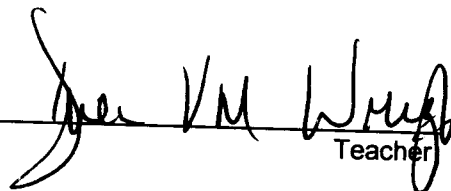
WITNESS the following signatures as of the day, month and year first above.

JEFFERSON COUNTY SCHOOL DISTRICT

By:



Superintendent



Teacher

# LIMITED CONTRACT OF EMPLOYMENT

COMMONWEALTH OF KENTUCKY  
COUNTY OF JEFFERSON

HUMAN RESOURCES  
DEPARTMENT

Pursuant to KRS 161.730, this contract is made and entered into this <sup>2004 JUN -9 P 2:45</sup> August 4, 2004  
between the Jefferson County School District, Louisville, Kentucky, herein after called the District, and

## DUAN WRIGHT

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 SAID TEACHER HAS BEEN DULY APPOINTED BY THE SUPERINTENDENT OF THE DISTRICT IN THE PUBLIC SCHOOLS OF JEFFERSON COUNTY, FOR ONE YEAR. 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, and the lawful rules and regulations of the District.
2. The duties to be performed are to commence on the first day required by the school calendar adopted or amended by the District 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 30 of the school year in such school or schools.
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8. This contract shall remain in full force subject to all provisions here set forth, unless and until terminated in compliance with KRS 161.170, 161.750, 161.780 and 161.790, or other applicable statutes.

WITNESS the following signatures as of the day, month and year first above.

JEFFERSON COUNTY SCHOOL DISTRICT

By: Stephen Daehner Superintendent      Duan Wright Teacher

**JEFFERSON COUNTY BOARD OF EDUCATION  
NOTIFICATION OF CHANGE**

Name: **WRIGHT** **DUAN** **V**

Address: [Redacted]

**DUAN** **WRIGHT**  
[Redacted]

Soc. Sec. No.: [Redacted] Race/Sex Code: [Redacted] Phone: [Redacted] Today's Date: **02/28/07**  
 Department: **20** Budget Slot (1): **0019** Budget Slot (2): Budget Slot (3):  
 Job Code (1): **05030** Job Code (2): Job Code (3): Effective Date: **01/13/07**  
 Board Action Date: Last Day Worked: Last Day Paid: Yrs Exp.: **2**  
 Original Leave Date: Personal Days: Sick Days: Vac. Days:  
 Birth Date: [Redacted] Hire Date: **09/13/04** **EMPLOYMENT STATUS: A /PERMANENT FULL-TIME**  
 Representation Code: **T** Perm. Rep. Code: **T**  
**000858** **590325** **1 05030 1662**

**TRANSFER**

Job Assignment: **TEACHER** To: **SAME**  
 Certification: **KEN KG30**  
 Work Location: **620 SOUTHERN LEADSHP ACA** To: **SAME**  
 Current Salary: **\$191.37 \$35786.00** To: **\$209.90 \$39251.00**  
 Job Family: **3** To: **3**  
 Grade/Rank/Step: **31/02** To: **20/02**  
 Admin. Tch. Rank/Step: To:  
 Funding Source: **GENERAL** To: **SAME**  
 Acct No. (1): **7-0100-20-1110-122-5-620-30** ct: **1.00** **SAME** Pct:  
 Acct No. (2): To: Pct:  
 Acct No. (3): To: Pct:  
 Reason:  
 Base Days/Hours: **187/** To: **187/**  
 Person Replaced - Name/Reason:  
 FICA: SERS: KTRS: Addition: Replacement:

**LEAVE OF ABSENCE**

Type of Leave: Expected Date of Return:  
 Job Assignment: Work Location:  
 Funding Source: Acct. No. (1): Pct:  
 Acct. No. (2): Pct:  
 Acct. No. (3): Pct:

**LAYOFF / DISCHARGE / RESIGNATION / RETIREMENT**

Layoff: Discharge: Resignation: Retirement:  
 Job Assignment: Work Location:  
 Reason:  
 Funding Source: Acct. No. (1): Pct:  
 Acct. No. (2): Pct:  
 Acct. No. (3): Pct:

**REMARKS**

Remarks: **CONGRATULATIONS!! RECEIVED MASTERS**  
 Copies: **PAYROLL, FILE**

**RECALL INFORMATION**

Recall Issued: AM PM Job Assignment:  
 Work Location: Salary Grade: Days/Hours: Job Offer Accepted: Yes No  
 If Refused, reason:  
 Person making call:

**DIVISION OF PERSONNEL SERVICES**

Signed: *Robert M. ...* Date: **3/2/07**  
 Personnel Administrator:



**JEFFERSON COUNTY BOARD OF EDUCATION  
NOTIFICATION OF CHANGE**

JUAN V WRIGHT  
[Redacted]

Name: [Redacted] Address: [Redacted]

Soc. Sec. No.: [Redacted] Race/Sex Code: [Redacted] Phone: [Redacted] Today's Date: 6/10/04  
 Department: 89 Budget Slot (1): 1000 Budget Slot (2): Budget Slot (3):  
 Job Code (1): 00000 Job Code (2): Job Code (3): Effective Date: 6/15/04  
 Board Action Date: Last Day Worked: Last Day Paid: Yrs. Exp.:  
 Original Leave Date: Personal Days: Sick Days: Vac. Days:  
 Birth Date: [Redacted] Hire Date: 1-20-81 EMPLOYMENT STATUS: SUBSTITUTE  
 Representation Code: W Perm. Rep. Code: W

**TRANSFER**

Job Assignment: PREFERRED SUB TCHR To: SUBSTITUTE TEACHER  
 Certification: AX  
 Work Location: 2000 SUBSTITUTES (S-T) To: 2000 SUBSTITUTES (S-T)  
 Current Salary: \$99.10 \$ .00 To: \$81.20 \$ .00  
 Job Family: To:  
 Grade/Rank/Step: 25-20 To: 25/00  
 Admin. Tch. Rank/Step: To:  
 Funding Source: GENERAL To: GENERAL  
 Acct. No. (1): 4-0100-80-1110-111-1-00-00 Pct.: 1.00 To: 4-0100-80-1110-111-1-00-00 Pct.:  
 Acct. No. (2): Pct.: To: Pct.:  
 Acct. No. (3): Pct.: To: Pct.:  
 Reason: SALARY - PREFERRED AND POSITION ENDED  
 Base Days/Hours: To:  
 Person Replaced - Name/Reason:  
 FICA: CERS: KTRS: Addition: Replacement:

**LEAVE OF ABSENCE**

Type of Leave: Expected Date of Return:  
 Job Assignment: Work Location:  
 Funding Source: Acct. No. (1): Pct.:  
 Acct. No. (2): Pct.:  
 Acct. No. (3): Pct.:

**LAYOFF / DISCHARGE / RESIGNATION / RETIREMENT**

Layoff: Discharge: Resignation: Retirement:  
 Job Assignment: Work Location:  
 Reason:  
 Funding Source: Acct. No. (1): Pct.:  
 Acct. No. (2): Pct.:  
 Acct. No. (3): Pct.:

**REMARKS**

Remarks: RETURN TO REGULAR SWE STATUS  
 Copies: FINANCE FILE

**RECALL INFORMATION**

Recall Issued: AM PM Job Assignment:  
 Work Location: Salary Grade: Days/Hours: Job Offer Accepted: Yes No  
 If Refused, reason:  
 Person making call:

**DIVISION OF PERSONNEL SERVICES**  
 Signed: *Genevieve Price* Date: 6/10/04  
 Personnel Administrator:

**JEFFERSON COUNTY BOARD OF EDUCATION  
NOTIFICATION OF CHANGE**

**DUAN V WRIGHT**

Name: **WRIGHT DUAN V**  
Address: [REDACTED]

Soc. Sec. No.: [REDACTED] Race/Sex Code: [REDACTED] Phone: [REDACTED] Today's Date: **07/05/07**  
 Department: **20** Budget Slot (1): **0011** Budget Slot (2): Budget Slot (3):  
 Job Code (1): **05030** Job Code (2): Job Code (3): Effective Date: **07/01/07**  
 Board Action Date: Last Day Worked: Last Day Paid: Yrs Exp.: **3**  
 Original Leave Date: Personal Days: Sick Days: Vac. Days:  
 Birth Date: [REDACTED] Hire Date: **09/13/04** **EMPLOYMENT STATUS: A /PERMANENT FULL-TIME**  
 Representation Code: **T** Perm. Rep. Code: **T**  
**004032 \*613461 613462 1 05030 2435**

**TRANSFER**

Job Assignment: <b>TEACHER</b>	To: <b>TEACHER</b>
Certification: <b>KEN KG30</b>	
Work Location: <b>620 SOUTHERN LEADSHF ACA</b>	To: <b>164 CONWAY MID SCHOOL</b>
Current Salary: <b>\$229.46 \$42909.00</b>	To: <b>\$229.46 \$42909.00</b>
Job Family: <b>3</b>	To: <b>3</b>
Grade/Rank/Step: <b>20/03</b>	To: <b>20/03</b>
Admin. Tch. Rank/Step:	To:
Funding Source: <b>GENERAL</b>	To: <b>GENERAL</b>
Acct No. (1): <b>8-0100-20-1110-122-5-620-30</b> Pct: <b>1.00</b>	To: <b>8-0100-20-1110-122-5-164-30</b> Pct: <b>1.00</b>
Acct No. (2):	To: Pct:
Acct No. (3):	To: Pct:
Reason: .	
Base Days/Hours: <b>187/</b>	To: <b>187/</b>
Person Replaced - Name/Reason: <b>CERT6201118 011022900XN4520</b>	
FICA: SERS: KTRS: <b>X</b> Addition: Replacement:	

**LEAVE OF ABSENCE**

Type of Leave: Expected Date of Return:  
 Job Assignment: Work Location:  
 Funding Source: Acct. No. (1): Pct:  
 Acct. No. (2): Pct:  
 Acct. No. (3): Pct:

**LAYOFF / DISCHARGE / RESIGNATION / RETIREMENT**

Layoff: Discharge: Resignation: Retirement:  
 Job Assignment: Work Location:  
 Reason:  
 Funding Source: Acct. No. (1): Pct:  
 Acct. No. (2): Pct:  
 Acct. No. (3): Pct:

**REMARKS**

Remarks: **TRANSFER GRANTED, CONGRATULATIONS ON YOUR NEW ASSIGNMENT AT CONWAY MIDDLE SCHOOL.**  
 Copies: **PRINCIPALS, FINANCE, FILE, H.DAWSON**

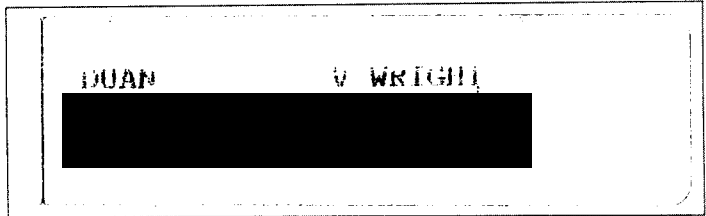
**RECALL INFORMATION**

Recall Issued: AM PM Job Assignment:  
 Work Location: Salary Grade: Days/Hours: Job Offer Accepted: Yes No  
 If Refused, reason:  
 Person making call:





**DIVISION OF PERSONNEL SERVICES**

Signed: *Ana Lee* Date: **7/5/07**  
 Personnel Administrator:

**JEFFERSON COUNTY BOARD OF EDUCATION  
NOTIFICATION OF CHANGE**



Name: WRIGHT DUAN V  
Address: 

Soc. Sec. No.:  Race/Sex Code:  Phone:  Today's Date: 07/01/06  
 Department: 20 Budget Slot (1): 0019 Budget Slot (2): \_\_\_\_\_ Budget Slot (3): \_\_\_\_\_  
 Job Code (1): 05030 Job Code (2): \_\_\_\_\_ Job Code (3): \_\_\_\_\_ Effective Date: 07/01/06  
 Board Action Date: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_ Last Day Paid: \_\_\_\_\_ Yrs. Exp.: 2  
 Original Leave Date: \_\_\_\_\_ Personal Days: \_\_\_\_\_ Sick Days: \_\_\_\_\_ Vac. Days: \_\_\_\_\_  
 Birth Date:  Hire Date: 09/13/04 **EMPLOYMENT STATUS: A / PERMANENT FULL-TIME**  
 Representation Code: T Perm. Rep. Code: T  
000858 522147 1 05030 1662

**TRANSFER**

Job Assignment: TEACHER To: SAME  
 Certification: KEN  
 Work Location: 620 SOUTHERN LEADSHP ACA To: SAME  
 Current Salary: \$183.44 \$34303.00 To: \$191.37 \$35786.00  
 Job Family: 3 To: 3  
 Grade/Rank/Step: 30/02 To: 31/02  
 Admin. Tch. Rank/Step: \_\_\_\_\_ To: \_\_\_\_\_  
 Funding Source: GENERAL To: SAME  
 Acct. No. (1): 7-0100-20-1110-122-5-620-3 Pct.: 1.00 SAME Pct.: \_\_\_\_\_  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_ To: \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_ To: \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Reason: -  
 Base Days/Hours: 187/ To: 187/  
 Person Replaced - Name/Reason: \_\_\_\_\_  
 FICA: \_\_\_\_\_ CERS: \_\_\_\_\_ KTRS: \_\_\_\_\_ Addition: \_\_\_\_\_ Replacement: \_\_\_\_\_

**LEAVE OF ABSENCE**

Type of Leave: \_\_\_\_\_ Expected Date of Return: \_\_\_\_\_  
 Job Assignment: \_\_\_\_\_ Work Location: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_ Acct. No. (1): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_

**LAYOFF / DISCHARGE / RESIGNATION / RETIREMENT**

Layoff: \_\_\_\_\_ Discharge: \_\_\_\_\_ Resignation: \_\_\_\_\_ Retirement: \_\_\_\_\_  
 Job Assignment: \_\_\_\_\_ Work Location: \_\_\_\_\_  
 Reason: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_ Acct. No. (1): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_

**REMARKS**

Remarks: CONGRATULATONS! RECEIVED 15 HRS TOWARDD MASTERS  
 \_\_\_\_\_  
 Copies: PAYROLL. FILE

**RECALL INFORMATION**

Recall Issued: \_\_\_\_\_ AM \_\_\_\_\_ PM Job Assignment: \_\_\_\_\_  
 Work Location: \_\_\_\_\_ Salary Grade: \_\_\_\_\_ Days/Hours: \_\_\_\_\_ Job Offer Accepted: \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If Refused, reason: \_\_\_\_\_  
 Person making call: \_\_\_\_\_

**DIVISION OF PERSONNEL SERVICES**

Signed: \_\_\_\_\_  
 Personnel Administrator:

*R. Menick*

Date: 7/1/06

# WESLEYAN UNIVERSITY

April 6, 2006

PLUS 15  
7-1-06

To Whom It May Concern:

This letter is to verify that Duan V. Wright is enrolled in the Adult Professional Studies Program as a full-time student. His enrollment dates are 6/18/05 to 1/13/07. The student's anticipated graduation date is 4/07. At that time he will receive a Master of Education Degree.

This student has accumulated 16 credit hours to date.

If you have any questions or need additional information, please contact our office.

Sincerely,

*Karen S. Roorbach*

Karen S. Roorbach  
University Registrar

3+15

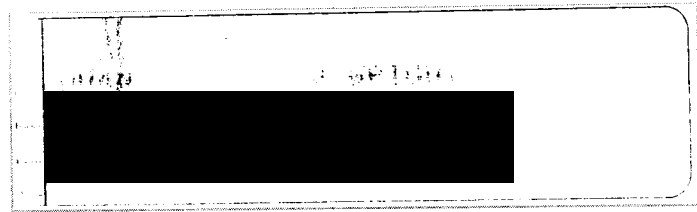
KSR/jw  
cc: file







CHARACTER • SCHOLARSHIP • LEADERSHIP

**JEFFERSON COUNTY BOARD OF EDUCATION  
NOTIFICATION OF CHANGE**

Name: WRIGHT DUAN V  
Address: 



Soc. Sec. No.:  Race/Sex Cod:  Phone:  Today's Date: 10/07/05  
 Department: 20 Budget Slot (1): 0019 Budget Slot (2): \_\_\_\_\_ Budget Slot (3): \_\_\_\_\_  
 Job Code (1): 05030 Job Code (2): \_\_\_\_\_ Job Code (3): \_\_\_\_\_ Effective Date: 07/01/05  
 Board Action Date: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_ Last Day Paid: \_\_\_\_\_ Yrs. Exp.: 1  
 Original Leave Date: \_\_\_\_\_ Personal Days: \_\_\_\_\_ Sick Days: \_\_\_\_\_ Vac. Days: \_\_\_\_\_  
 Birth Date:  Hire Date: 09/13/04 **EMPLOYMENT STATUS** W /ACTIVE  
 Representation Code: T Perm. Rep. Code: T  
000217 472805 1 05030 1662

**TRANSFER**

Job Assignment: TEACHER To: SAME  
 Certification: KENS  
 Work Location: 620 SOUTHERN LEADSHP ACA To: SAME  
 Current Salary: \$169.59 \$31713.00 To: \$172.99 \$32349.00  
 Job Family: 3 To: 3  
 Grade/Rank/Step: 30/00 To: 30/01  
 Admin. Tch. Rank/Step: \_\_\_\_\_ To: \_\_\_\_\_  
 Funding Source: GENERAL To: SAME  
 Acct. No. (1): 6-0100-20-1110-122-5-620-30 Pct.: 1.00 To: SAME Pct.: \_\_\_\_\_  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_ To: \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_ To: \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Reason: \_\_\_\_\_  
 Base Days/Hours: 187/ To: 187/  
 Person Replaced - Name/Reason: \_\_\_\_\_  
 FICA: \_\_\_\_\_ CERS: \_\_\_\_\_ KTRS: \_\_\_\_\_ Addition: \_\_\_\_\_ Replacement: \_\_\_\_\_

**LEAVE OF ABSENCE**

Type of Leave: \_\_\_\_\_ Expected Date of Return: \_\_\_\_\_  
 Job Assignment: \_\_\_\_\_ Work Location: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_ Acct. No. (1): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_

**LAYOFF / DISCHARGE / RESIGNATION / RETIREMENT**

Layoff: \_\_\_\_\_ Discharge: \_\_\_\_\_ Resignation: \_\_\_\_\_ Retirement: \_\_\_\_\_  
 Job Assignment: \_\_\_\_\_ Work Location: \_\_\_\_\_  
 Reason: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_ Acct. No. (1): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_

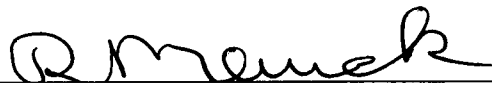
**REMARKS**

Remarks: EXPERIENCE CREDIT FOR 04-05  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Copies: \_\_\_\_\_

**RECALL INFORMATION**

Recall Issued: \_\_\_\_\_ AM PM Job Assignment: \_\_\_\_\_  
 Work Location: \_\_\_\_\_ Salary Grade: \_\_\_\_\_ Days/Hours: \_\_\_\_\_ Job Offer Accepted: Yes No  
 If Refused, reason: \_\_\_\_\_  
 Person making call: \_\_\_\_\_

**DIVISION OF PERSONNEL SERVICES**

Signed:  Date: 10/12/05  
 Personnel Administrator: \_\_\_\_\_

**JEFFERSON COUNTY BOARD OF EDUCATION**

- NOTIFICATION OF CLASSIFIED EMPLOYMENT
- NOTIFICATION OF PROFESSIONAL EMPLOYMENT

DUAN V WRIGHT

Name: **WRIGHT, DUAN V**

Address: [Redacted]

Soc. Sec. No.: [Redacted] Race/Sex Code: [Redacted] Phone: [Redacted] Today's Date: **12/08/04**

Department: **20** Budget Slot (1): **0025** Budget Slot (2): Budget Slot (3):

Job Code (1): **05030** Job Code (2): Job Code (3): Effective Date: **09/11/04**

Birth Date: [Redacted] Board Action Date: Hire Date: **09/11/04** Outside Exper.: **00** Military:

Representation Code: **T** Perm. Rep. Code: **T** **EMPLOYMENT STATUS: A /PERMANENT FULL-TIME**  
**004032 387679 1-05030-1706**

**EDUCATION**

Education: **BACHELORS** Approved Training: Test Results:

College: **WESTERN KY UNIVERSIT** Degree: **B** Or Hrs: College: Degree: Or Hrs:

Related Work Experience: **00** Military Experience:

**CERTIFICATION**

CERTIFICATION	CODE	EXP. DATE	CERTIFICATION	CODE	EXP. DATE
<b>EMER LANGUAGE ARTS</b>	<b>XM30</b>	<b>063005</b>	<b>PROV CERT ENG GR8-12</b>	<b>KENS</b>	<b>063009</b>

**HISTORY**

Job Assignment\*: **TEACHER** Work Loc.: **620/SOUTHERN LEADSHP ACA**

Job Family: **3** Grade/Rank/Step: **30/00** Admin. Tch. Rank/Step: Base Days/Hrs: **187**

Hourly Rate: Daily Rate: **162.23** Annual Salary: **30337.00**

Addition: Replacement: Person replaced - Name/Reason:

FICA: CERS: KTRS: **X**

**FUNDING SOURCE**

Funding Source: **GENERAL**

Account No. (1): **5-0100-20-1110-122-5-620-30** Pct. (1): **1.00**

Account No. (2): Pct. (2):

Account No. (3): Pct. (3):

**REMARKS**

CONGRATULATIONS ON YOUR NEW HIRE DATE. RECEIVED STATEMENT OF ELIGIBILITY FROM FRANKFORT WITH NEW DATE 09-11-04.

FINANCE: PLEASE LEAVE DAYS AS IS. PLEASE PAY RETRO FROM 09-11-04 THROUGH 10-25-04.

Copies: **PRINCIPAL, BENEFITS, FINANCE, SUB-CENTER, FILE**

**DIVISION OF PERSONNEL SERVICES**

Signed: *Angela Reed*  
Personnel Administrator:

Date: **12/08/04**

**JEFFERSON COUNTY BOARD OF EDUCATION  
NOTIFICATION OF CHANGE**

DUAN V WRIGHT  
[Redacted]

Name: **WRIGHT** **DUAN** **V**

Address: [Redacted]

Soc. Sec. No.: [Redacted] Race/Sex Code: [Redacted] Phone: [Redacted] Today's Date: **12/08/04**  
 Department: **20** Budget Slot (1): **0025** Budget Slot (2): Budget Slot (3):  
 Job Code (1): **05030** Job Code (2): Job Code (3): Effective Date: **10/25/04**  
 Board Action Date: Last Day Worked: Last Day Paid: Yrs. Exp.: **0**  
 Original Leave Date: Personal Days: Sick Days: Vac. Days:  
 Birth Date: [Redacted] Hire Date: **10/25/04** **EMPLOYMENT STATUS: A /PERMANENT FULL-TIME**  
 Representation Code: **T** Perm. Rep. Code: **T**  
**004032 387673 1 05030 1706**

**TRANSFER**

Job Assignment: To:  
 Certification:  
 Work Location: To:  
 Current Salary: To:  
 Job Family: To:  
 Grade/Rank/Step: To:  
 Admin. Tch. Rank/Step: To:  
 Funding Source: To:  
 Acct. No. (1): Pct.: To: Pct.:  
 Acct. No. (2): Pct.: To: Pct.:  
 Acct. No. (3): Pct.: To: Pct.:  
 Reason:  
 Base Days/Hours: To:  
 Person Replaced - Name/Reason:  
 FICA: CERS: KTRS:  Addition: Replacement:

**LEAVE OF ABSENCE**

Type of Leave: Expected Date of Return:  
 Job Assignment: Work Location:  
 Funding Source: Acct. No. (1): Pct.:  
 Acct. No. (2): Pct.:  
 Acct. No. (3): Pct.:

**LAYOFF / DISCHARGE / RESIGNATION / RETIREMENT**

Layoff: Discharge: Resignation:  Retirement:  
 Job Assignment: **TEACHER** Work Location: **620 SOUTHERN LEADSHP ACA**  
 Reason: **OTHER**  
 Funding Source: **GENERAL** Acct. No. (1): **5-0100-20-1110-122-5-620-30** Pct.: **1.00**  
 Acct. No. (2): Pct.:  
 Acct. No. (3): Pct.:

**REMARKS**

Remarks: **RECEIVED CERTIFICATION FROM FRANKFORT EFFECTIVE DATE WILL BE 09-14-04.**

Copies: **PRINCIPAL, BENEFITS, FINANCE, SUB-CENTER, FILE**

**RECALL INFORMATION**

Recall Issued: AM PM Job Assignment:  
 Work Location: Salary Grade: Days/Hours: Job Offer Accepted: Yes No  
 If Refused, reason:  
 Person making call:

**DIVISION OF PERSONNEL SERVICES**

Signed: *Ana... Reed*  
 Personnel Administrator:

Date: **12/8/04**

## TEACHER INTERNSHIP STATEMENT OF ELIGIBILITY (SOE)

DUAN WRIGHT



Social Security Number



Effective Date

09/11/2004

Expiration Date

06/30/2009

This STATEMENT OF ELIGIBILITY (SOE) serves as evidence that the holder is eligible for teacher certification and rank described below. Once the holder secures appropriate employment in a Kentucky public school or in an accredited non-public school, the Confirmation of Employment (COE) on the back of this SOE should be completed and returned to the Division of Educator Preparation and Internship without delay.

---

Degrees	2820	Western Kentucky University	Bachelor's
---------	------	-----------------------------	------------

Certification

KENS

Statement Of Eligibility For Provisional Certificate For Teaching English, Grades 8 Through 12

Rank

3

Date of

Transaction 12-7-2004

AL

  
Executive Director  
Education Professional Standards Board

---

This is your STATEMENT OF ELIGIBILITY which serves as evidence that you are eligible for teacher certification with the rank and in the subject area/grade level indicated. The statement of eligibility is NOT a teaching certificate and DOES NOT CERTIFY you for any assignment in the Kentucky schools.

You should keep this original Statement of Eligibility in your possession until you are employed. Copies may be made to attach to applications for employment. Should you lose the original, you may request a copy from the Division of Certification on Form TC-2 by completing Sections I and III. You should anticipate a 3-4 week delay.

When you obtain at least a half-time teaching position in your certification area, **your employer must confirm your employment on the reverse side of this original statement and forward it immediately to the Division of Educator Preparation and Internship.** You will then be enrolled in the internship program provided all criteria for establishing an internship are met. A certificate will be issued for the internship. (Failure or delay in returning the completed Confirmation of Employment will result in a delay in the commencement of your internship year requirement.)

If the internship is not completed within the period of validity of the Statement of Eligibility for Internship, you will have to qualify for a new Statement of Eligibility by retaking and passing the examinations in effect at that time. There is a one-time only option, whereby you can submit an official transcript of at least six semester hours of graduate credit toward a master's degree or planned fifth-year program to qualify for a new Statement of Eligibility.



**Administrative Offices**

VanHoose Education Center  
P.O. Box 34020  
Louisville, KY 40232-4020  
(502) 485-3011



September 13, 2004

Duan Wright  
[REDACTED]

Subject: Conditional Offer of Employment

Dear Mr. Wright:

Thank you for your interest in employment with the Jefferson County Public Schools. This letter constitutes a conditional offer of employment as a teacher with our school district for the **2004-2005** school year.

Initial salary placement is dependent upon your educational background (Rank) and years of experience. Jefferson County Public Schools allows a maximum of ten (10) years of teaching experience (as defined by KRS 157.320), which may include: a maximum of four (4) years of experience gained prior to the 1994-95 school year, any experience gained in the past ten (10) years, and two (2) years of active military duty (DD-214 form required). It is incumbent on you to provide verification of rank and experience for placement on the attached salary schedule.

The conditions of this offer are as follows:

- Receipt of an original valid Kentucky Teacher Certificate or a Statement of Eligibility endorsed for your assigned teaching field. To qualify for Rank II (plus 15) or Rank III (plus 15), in addition to an official transcript, a statement from your college/university indicating that these credits are applicable to a planned program is required.
- Receipt of an original official transcript of all college/university course work completed.
- A satisfactory Kentucky State Criminal Records Check pursuant to Chapter 17 of the Kentucky Revised Code (the cost to you of this process is \$20.00), and a satisfactory Federal Criminal Records Check pursuant to KRS 160.380 (cost to be borne by the District).
- Completion of thirty (30) hours of Effective Teacher Training/Induction. Participation in this training is paid at the rate of \$13.26 per hour. Dates for New Teacher Institute sessions will be mailed to you.
- Receipt of a complete list of the names and addresses of any school district(s) in which you have teaching experience.
- Approval of our recommendation to employ you by the Superintendent.

Attached you will find a check list of those items that we will need to receive in order to complete the employment process. If you agree to accept this conditional offer of employment, please signify by signing the attached form and returning this letter to my office within 72 hours of receipt of this correspondence.

We welcome you to Jefferson County Public Schools. If you have any questions, please do not hesitate to contact us.

Sincerely,

A handwritten signature in cursive script that reads "Angela Reed".

Angela Reed  
Personnel Specialist-Certified  
Enclosures  
c. Personnel File

Name: Duan Wright

**Pre-Employment Checklist**

- Official Kentucky Teaching Certificate or Statement of Eligibility
- All Original College/University Transcripts
- State/Federal Criminal Records Check (Can be arranged through the Human Resources Department)
- I-9 Employment Verification Form
- Copies of Student Teaching and/or Teaching Evaluations
- Copy of Military Discharge Papers (DD-214)(For 2 years experience credit, if applicable)
- Current TB Test Results (Can be arranged through the Human Resources Department)
- Photograph
- Writing Sample
- Screening Interview

- Note:**
1. The Jefferson County Teachers Association is the collective bargaining agent for JCPS teachers. Dues will automatically be deducted from your paycheck unless you complete and return, within **ten** calendar days of your dated signature below, the appropriate District form requesting that dues not be withheld. See the enclosed form.
  2. ECE teachers are not eligible to transfer to a non-ECE position for the first three (3) years of employment.

Teaching: Language Arts  
Location: Southern Leadership Academy  
Date: 09-14-04

\_\_\_\_\_ **I understand this job offer and accept.**

\_\_\_\_\_  
**(Name)**

\_\_\_\_\_  
**(Date)**

# LIMITED CONTRACT OF EMPLOYMENT

COMMONWEALTH OF KENTUCKY  
COUNTY OF JEFFERSON

Pursuant to KRS 161.730, this contract is made and entered into this September 14, 2004  
between the Jefferson County School District, Louisville, Kentucky, herein after called the District, and

## DUAN V. WRIGHT


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 SAID TEACHER HAS BEEN DULY APPOINTED BY THE SUPERINTENDENT OF THE DISTRICT IN THE PUBLIC SCHOOLS OF JEFFERSON COUNTY, FOR ONE YEAR. 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, and the lawful rules and regulations of the District.
2. The duties to be performed are to commence on the first day required by the school calendar adopted or amended by the District 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 30 of the school year in such school or schools.
3. 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 qualifications and the salary schedule adopted by the District and approved by the State Board for Elementary and Secondary Education for the year coming within the limits of this contract.
4. Said salary shall be payable not later than the end of each month during the period of employment and/or in accordance with a plan adopted by the District in compliance with the lawful rules and regulations of the State Board for Elementary and Secondary Education.
5. The teacher shall be entitled to sick leave, or other leave and fringe benefits in accordance with state law, the lawful rules and regulations of the State Board for Elementary and Secondary Education, and the lawful rules and regulations of the District.
6. The teacher shall keep such records and reports and furnish same to the District Superintendent at regular periods designated by him, state law, the lawful rules and regulations of the State Board for Elementary and Secondary Education, and the lawful rules and regulations of the District.
7. The power of the District to transfer, suspend or dismiss the teacher, as provided for in KRS 160.380, 161.170, 161.790, or other applicable statutes, is in no manner impaired or affected by this contract.
8. This contract shall remain in full force subject to all provisions here set forth, unless and until terminated in compliance with KRS 161.170, 161.750, 161.780 and 161.790, or other applicable statutes.

WITNESS the following signatures as of the day, month and year first above.

JEFFERSON COUNTY SCHOOL DISTRICT

By: 

Superintendent

Teacher

**JEFFERSON COUNTY BOARD OF EDUCATION**

- NOTIFICATION OF CLASSIFIED EMPLOYMENT
- NOTIFICATION OF PROFESSIONAL EMPLOYMENT

DUAN V WRIGHT  
SOUTHERN LEADSHP ACA 620

Name: **WRIGHT, DUAN V**  
Address: [Redacted]

Soc. Sec. No.: [Redacted] Race/Sex Code: [Redacted] Phone: [Redacted] Today's Date: **12/10/04**  
 Department: **20** Budget Slot (1): **0025** Budget Slot (2): [Redacted] Budget Slot (3): [Redacted]  
 Job Code (1): **05030** Job Code (2): [Redacted] Job Code (3): [Redacted] Effective Date: **09/13/04**  
 Birth Date: [Redacted] Board Action Date: [Redacted] Hire Date: **09/13/04** Outside Exper.: **00** Military: [Redacted]  
 Representation Code: **T** Perm. Rep. Code: **T** **EMPLOYMENT STATUS: A /PERMANENT FULL-TIME**  
**004032 388351 1-05030-1706**

**EDUCATION**

Education: **BACHELORS** Approved Training: \_\_\_\_\_ Test Results: \_\_\_\_\_  
 College: **WESTERN KY UNIVERSIT** Degree: **B** Or Hrs: \_\_\_\_\_ College: \_\_\_\_\_ Degree: \_\_\_\_\_ Or Hrs: \_\_\_\_\_  
 Related Work Experience: **00** Military Experience: \_\_\_\_\_

**CERTIFICATION**

CERTIFICATION	CODE	EXP. DATE	CERTIFICATION	CODE	EXP. DATE
<b>EMER LANGUAGE ARTS</b>	<b>XM30</b>	<b>063005</b>	<b>PROV CERT ENG GR8-12</b>	<b>KENS</b>	<b>063009</b>

**HISTORY**

Job Assignment\*: **TEACHER** Work Loc.: **620/SOUTHERN LEADSHP ACA**  
 Job Family: **3** Grade/Rank/Step: **30/00** Admin. Tch. Rank/Step: \_\_\_\_\_ Base Days/Hrs: **187**  
 Hourly Rate: \_\_\_\_\_ Daily Rate: **162.23** Annual Salary: **30337.00**  
 Addition: \_\_\_\_\_ Replacement: \_\_\_\_\_ Person replaced - Name/Reason: \_\_\_\_\_  
 FICA: \_\_\_\_\_ CERS: \_\_\_\_\_ KTRS: **X**

**FUNDING SOURCE**

Funding Source: **GENERAL**  
 Account No. (1): **5-0100-20-1110-122-5-620-30** Pct. (1): **1.00**  
 Account No. (2): \_\_\_\_\_ Pct. (2): \_\_\_\_\_  
 Account No. (3): \_\_\_\_\_ Pct. (3): \_\_\_\_\_

**REMARKS**

**NEW HIRE DATE FROM SATURDAY TO MONDAY.**

Copies: /

**DIVISION OF PERSONNEL SERVICES**

Signed: *Angela Reed* Personnel Administrator: \_\_\_\_\_ Date: **12/10/04**

**JEFFERSON COUNTY BOARD OF EDUCATION  
NOTIFICATION OF CHANGE**

**DUAN V WRIGHT  
SOUTHERN LEADSHP ACA 620**

Name: **WRIGHT DUAN V**  
Address: [REDACTED]

Soc. Sec. No.: [REDACTED] Race/Sex Code: [REDACTED] Phone: [REDACTED] Today's Date: **12/10/04**  
 Department: **20** Budget Slot (1): **0025** Budget Slot (2): Budget Slot (3):  
 Job Code (1): **05030** Job Code (2): Job Code (3): Effective Date: **09/11/04**  
 Board Action Date: Last Day Worked: Last Day Paid: Yrs. Exp.: **0**  
 Original Leave Date: Personal Days: Sick Days: Vac. Days:  
 Birth Date: [REDACTED] Hire Date: **09/11/04** **EMPLOYMENT STATUS: A /PERMANENT FULL-TIME**  
 Representation Code: **T** Perm. Rep. Code: **T**  
**004032 388343 1 05030 1706**

**TRANSFER**

Job Assignment: To:  
 Certification:  
 Work Location: To:  
 Current Salary: To:  
 Job Family: To:  
 Grade/Rank/Step: To:  
 Admin. Tch. Rank/Step: To:  
 Funding Source: To:  
 Acct. No. (1): Pct.: To: Pct.:  
 Acct. No. (2): Pct.: To: Pct.:  
 Acct. No. (3): Pct.: To: Pct.:  
 Reason:  
 Base Days/Hours: To:  
 Person Replaced - Name/Reason:  
 FICA: CERS: KTRS:  Addition: Replacement:

**LEAVE OF ABSENCE**

Type of Leave: Expected Date of Return:  
 Job Assignment: Work Location:  
 Funding Source: Acct. No. (1): Pct.:  
 Acct. No. (2): Pct.:  
 Acct. No. (3): Pct.:

**LAYOFF / DISCHARGE / RESIGNATION / RETIREMENT**

Layoff: Discharge: Resignation:  Retirement:  
 Job Assignment: **TEACHER** Work Location: **620 SOUTHERN LEADSHP ACA**  
 Reason: **OTHER**  
 Funding Source: **GENERAL** Acct. No. (1): **5-0100-20-1110-122-5-620-30** Pct.: **1.00**  
 Acct. No. (2): Pct.:  
 Acct. No. (3): Pct.:

**REMARKS**

Remarks: **RESIGNING TO CHANGE HIRE DATE.**

Copies: .

**RECALL INFORMATION**

Recall Issued: AM PM Job Assignment:  
 Work Location: Salary Grade: Days/Hours: Job Offer Accepted: Yes No  
 If Refused, reason:  
 Person making call:

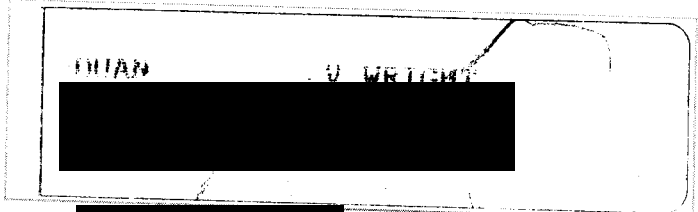
**DIVISION OF PERSONNEL SERVICES**

Signed: Ana Paula Reed  
 Personnel Administrator:

Date: 12/10/04

**JEFFERSON COUNTY BOARD OF EDUCATION  
NOTIFICATION OF CHANGE**

Name: **WRIGHT DUAN** V  
Address: [REDACTED]



Soc. Sec. No.: [REDACTED] Race/Sex Code: [REDACTED] Phone: [REDACTED] Today's Date: **11/05/04**  
 Department: **20** Budget Slot (1): **0025** Budget Slot (2): Budget Slot (3):  
 Job Code (1): **05030** Job Code (2): Job Code (3): Effective Date: **10/25/04**  
 Board Action Date: Last Day Worked: Last Day Paid: Yrs. Exp.: **0**  
 Original Leave Date: Personal Days: Sick Days: Vac. Days:  
 Birth Date: [REDACTED] Hire Date: **10/25/04** **EMPLOYMENT STATUS: A /PERMANENT FULL-TIME**  
 Representation Code: **T** Perm. Rep. Code: **T**  
**004032** **379418** **1 05030 1706**

TRANSFER	
Job Assignment: <b>TEACHER</b>	To: <b>TEACHER</b>
Certification: <b>SX</b>	
Work Location: <b>620 SOUTHERN LEADSHP ACA</b>	To: <b>620 SOUTHERN LEADSHP ACA</b>
Current Salary: <b>\$156.88 \$29336.00</b>	To: <b>\$156.88 \$29336.00</b>
Job Family: <b>3</b>	To: <b>3</b>
Grade/Rank/Step: <b>40/00</b>	To: <b>40/00</b>
Admin. Tch. Rank/Step:	To:
Funding Source: <b>GENERAL</b>	To: <b>GENERAL</b>
Acct. No. (1): <b>5-0100-20-1110-122-5-620-30</b> Pct.: <b>1.00</b>	To: <b>5-0100-20-1110-122-5-620-30</b> Pct.: <b>1.00</b>
Acct. No. (2): Pct.:	To: Pct.:
Acct. No. (3): Pct.:	To: Pct.:
Reason: -	
Base Days/Hours: <b>187/</b>	To: <b>187/</b>
Person Replaced - Name/Reason:	
FICA: CERS: <input type="checkbox"/> KTRS: <input checked="" type="checkbox"/> Addition: Replacement:	

LEAVE OF ABSENCE	
Type of Leave:	Expected Date of Return:
Job Assignment:	Work Location:
Funding Source:	Acct. No. (1): Pct.:
	Acct. No. (2): Pct.:
	Acct. No. (3): Pct.:

LAYOFF / DISCHARGE / RESIGNATION / RETIREMENT	
Layoff: Discharge: Resignation: Retirement:	
Job Assignment:	Work Location:
Reason:	Acct. No. (1): Pct.:
Funding Source:	Acct. No. (2): Pct.:
	Acct. No. (3): Pct.:

**REMARKS**  
 Remarks: **CHANGE HIRE DATE TO 10-25-04 ON EMERGENCY CERTIFICATION.**  
 Copies: **PRINCIPAL, BENEFITS, FINANCE, SUB-CENTER, FILE.**

RECALL INFORMATION	
Recall Issued: AM PM Job Assignment:	
Work Location: Salary Grade: Days/Hours: Job Offer Accepted: Yes No	
If Refused, reason: Person making call:	

**DIVISION OF PERSONNEL SERVICES**

Signed: *Angela Reed*  
 Personnel Administrator: \_\_\_\_\_

*11/05/04*

**JEFFERSON COUNTY BOARD OF EDUCATION**

- NOTIFICATION OF CLASSIFIED EMPLOYMENT
- NOTIFICATION OF PROFESSIONAL EMPLOYMENT

**DUAN V WRIGHT**

Name: **WRIGHT. DUAN V**

Address: [Redacted]

Soc. Sec. No.: [Redacted] Race/Sex Code: [Redacted] Phone: [Redacted] Today's Date: **10/28/04**

Department: **01** Budget Slot (1): **1050** Budget Slot (2): Budget Slot (3):

Job Code (1): **09998** Job Code (2): Job Code (3): Effective Date: **10/25/04**

Birth Date: [Redacted] Board Action Date: Hire Date: **09/14/04** Outside Exper.: **00** Military:

Representation Code: **T** Perm. Rep. Code: **T** **EMPLOYMENT STATUS: A /PERMANENT FULL-TIME**  
**004032 377547 1-09998-0001**

**EDUCATION**

Education: **BACHELORS** Approved Training: Test Results:

College: Degree: Or Hrs: College: Degree: Or Hrs:

Related Work Experience: **00** Military Experience:

**CERTIFICATION**

CERTIFICATION	CODE	EXP. DATE	CERTIFICATION	CODE	EXP. DATE
<b>EMER TEACHING CERT</b>	<b>SX</b>	<b>063003</b>			

**HISTORY**

Job Assignment\*: **HOLDING-CERTIFIED** Work Loc.: **620/SOUTHERN LEADSHP ACA**

Job Family: **3** Grade/Rank/Step: **40/00** Admin. Tch. Rank/Step: Base Days/Hrs: **187**

Hourly Rate: Daily Rate: **156.88** Annual Salary: **29336.00**

Addition: Replacement: Person replaced - Name/Reason:

FICA: CERS: KTRS: **X**

**FUNDING SOURCE**

Funding Source: **GENERAL**

Account No. (1): **5-0100-01-2832-199-5-509-00** Pct. (1): **1.00**

Account No. (2): Pct. (2):

Account No. (3): Pct. (3):

**REMARKS**

**CONGRATULATIONS NEW HIRE! WELCOME TO JCPS.**

**FINANCE: PLEASE ADD PERSONAL, SICK AND EMERGENCY DAYS.**

Copies: **PRINCIPAL, BENEFITS, FINANCE, SUB-CENTER,**

**DIVISION OF PERSONNEL SERVICES**

Signed: Personnel Administrator: *Angela Reed*

Date: **10/28/04**

**JEFFERSON COUNTY BOARD OF EDUCATION  
NOTIFICATION OF CHANGE**

Name: **WRIGHT DUAN V**  
Address: [Redacted]

**DUAN V WRIGHT**  
[Redacted]

Soc. Sec. No.: [Redacted] Race/Sex Code: [Redacted] Phone: (502) 553-2825 Today's Date: 10/28/04  
 Department: 07 Budget Slot (1): 0001 Budget Slot (2): Budget Slot (3):  
 Job Code (1): 09997 Job Code (2): Job Code (3): Effective Date: 10/25/04  
 Board Action Date: Last Day Worked: Last Day Paid: Yrs. Exp.: 0  
 Original Leave Date: Personal Days: Sick Days: Vac. Days:  
 Birth Date: [Redacted] Hire Date: 09/14/04 **EMPLOYMENT STATUS: F /SUBSTITUTE**  
 Representation Code: W Perm. Rep. Code: W  
 004032 377532 1 09997 0001

**TRANSFER**

Job Assignment: \_\_\_\_\_ To: \_\_\_\_\_  
 Certification: \_\_\_\_\_  
 Work Location: \_\_\_\_\_ To: \_\_\_\_\_  
 Current Salary: \_\_\_\_\_ To: \_\_\_\_\_  
 Job Family: \_\_\_\_\_ To: \_\_\_\_\_  
 Grade/Rank/Step: \_\_\_\_\_ To: \_\_\_\_\_  
 Admin. Tch. Rank/Step: \_\_\_\_\_ To: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_ To: \_\_\_\_\_  
 Acct. No. (1): \_\_\_\_\_ Pct.: \_\_\_\_\_ To: \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_ To: \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_ To: \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Reason: \_\_\_\_\_  
 Base Days/Hours: \_\_\_\_\_ To: \_\_\_\_\_  
 Person Replaced - Name/Reason: \_\_\_\_\_  
 FICA: CERS: \_\_\_\_\_ KTRS:  Addition: Replacement:

**LEAVE OF ABSENCE**

Type of Leave: \_\_\_\_\_ Expected Date of Return: \_\_\_\_\_  
 Job Assignment: \_\_\_\_\_ Work Location: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_ Acct. No. (1): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_

**LAYOFF / DISCHARGE / RESIGNATION / RETIREMENT**

Layoff: \_\_\_\_\_ Discharge: \_\_\_\_\_ Resignation:  Retirement: \_\_\_\_\_  
 Job Assignment: **PENDING CERTIFICATIO** Work Location: **056D SUBSTITUTES (S-Z)**  
 Reason: **OTHER**  
 Funding Source: **GENERAL** Acct. No. (1): **5-0100-07-1110-122-5-960-00** Pct.: **1.00**  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_

**REMARKS**

Remarks: **TERMINATING SUB-STATUS PENDING CERTIFICATION. RECEIVING EMERGENCY CERT.**  
 Copies: **FINANCE, SUB-CENTER, FILE.**

**RECALL INFORMATION**

Recall Issued: \_\_\_\_\_ AM PM Job Assignment: \_\_\_\_\_  
 Work Location: \_\_\_\_\_ Salary Grade: \_\_\_\_\_ Days/Hours: \_\_\_\_\_ Job Offer Accepted: Yes No  
 If Refused, reason: \_\_\_\_\_  
 Person making call: \_\_\_\_\_

**DIVISION OF PERSONNEL SERVICES**

Signed: \_\_\_\_\_  
 Personnel Administrator: *Anneke Reed* Date: 10/28/04



**JEFFERSON COUNTY BOARD OF EDUCATION  
NOTIFICATION OF CHANGE**

Name: **WRIGHT DUAN V**

Address: [Redacted]

[Redacted]

Soc. Sec. No.: [Redacted] Race/Sex Code: [Redacted] Phone: [Redacted] Today's Date: **09/13/04**  
 Department: **80** Budget Slot (1): **1955** Budget Slot (2): [Redacted] Budget Slot (3): [Redacted]  
 Job Code (1): **09032** Job Code (2): [Redacted] Job Code (3): [Redacted] Effective Date: **09/14/04**  
 Board Action Date: [Redacted] Last Day Worked: [Redacted] Last Day Paid: [Redacted] Yrs. Exp.: **1**  
 Original Leave Date: [Redacted] Personal Days: [Redacted] Sick Days: [Redacted] Vac. Days: [Redacted]  
 Birth Date: [Redacted] Hire Date: **09/05/02** EMPLOYMENT STATUS: **F /SUBSTITUTE**  
 Representation Code: **W** Perm. Rep. Code: **W**  
**004032 360667 1 09032 0001**

**TRANSFER**

Job Assignment: \_\_\_\_\_ To: \_\_\_\_\_  
 Certification: \_\_\_\_\_  
 Work Location: \_\_\_\_\_ To: \_\_\_\_\_  
 Current Salary: \_\_\_\_\_ To: \_\_\_\_\_  
 Job Family: \_\_\_\_\_ To: \_\_\_\_\_  
 Grade/Rank/Step: \_\_\_\_\_ To: \_\_\_\_\_  
 Admin. Tch. Rank/Step: \_\_\_\_\_ To: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_ To: \_\_\_\_\_  
 Acct. No. (1): \_\_\_\_\_ Pct.: \_\_\_\_\_ To: \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_ To: \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_ To: \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Reason: \_\_\_\_\_  
 Base Days/Hours: \_\_\_\_\_ To: \_\_\_\_\_  
 Person Replaced - Name/Reason: \_\_\_\_\_  
 FICA: \_\_\_\_\_ CERS: \_\_\_\_\_ KTRS:  Addition: \_\_\_\_\_ Replacement: \_\_\_\_\_

**LEAVE OF ABSENCE**

Type of Leave: \_\_\_\_\_ Expected Date of Return: \_\_\_\_\_  
 Job Assignment: \_\_\_\_\_ Work Location: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_ Acct. No. (1): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_

**LAYOFF / DISCHARGE / RESIGNATION / RETIREMENT**

Layoff: \_\_\_\_\_ Discharge: \_\_\_\_\_ Resignation:  Retirement: \_\_\_\_\_  
 Job Assignment: **PREFERRED SUB TCHR** Work Location: **056D SUBSTITUTES (S-Z)**  
 Reason: **OTHER**  
 Funding Source: **GENERAL** Acct. No. (1): **5-0100-80-1110-132-5-945-00** Pct.: **1.00**  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_

**REMARKS**

Remarks: **TERMINATING PREFERRED SUB. RECEIVED FULL-TIME TEACHING POSITION.**

Copies: **G. PRICE, SUB-CENTER, FILE.**

**RECALL INFORMATION**

Recall Issued: \_\_\_\_\_ AM PM Job Assignment: \_\_\_\_\_  
 Work Location: \_\_\_\_\_ Salary Grade: \_\_\_\_\_ Days/Hours: \_\_\_\_\_ Job Offer Accepted: Yes No  
 If Refused, reason: \_\_\_\_\_  
 Person making call: \_\_\_\_\_

**DIVISION OF PERSONNEL SERVICES**

Signed: \_\_\_\_\_  
 Personnel Administrator: **Amelia Reed**

9/13/04

**JEFFERSON COUNTY BOARD OF EDUCATION**

- NOTIFICATION OF CLASSIFIED EMPLOYMENT
- NOTIFICATION OF PROFESSIONAL EMPLOYMENT

**DUAN V WRIGHT**

Name: **WRIGHT, DUAN V**

Address: [REDACTED]

[REDACTED]

Soc. Sec. No.: [REDACTED] Race/Sex Code: [REDACTED] Phone: [REDACTED] Today's Date: **09/13/04**  
 Department: **07** Budget Slot (1): **0001** Budget Slot (2): Budget Slot (3):  
 Job Code (1): **09997** Job Code (2): Job Code (3): Effective Date: **09/14/04**  
 Birth Date: [REDACTED] Board Action Date: Hire Date: **09/14/04** Outside Exper.: **00** Military:  
 Representation Code: **W** Perm. Rep. Code: **W** **EMPLOYMENT STATUS: F /SUBSTITUTE**  
**004032 360683 1-09997-0001**

**EDUCATION**

Education: **BACHELORS** Approved Training: \_\_\_\_\_ Test Results: \_\_\_\_\_  
 College: \_\_\_\_\_ Degree: \_\_\_\_\_ Or Hrs: \_\_\_\_\_ College: \_\_\_\_\_ Degree: \_\_\_\_\_ Or Hrs: \_\_\_\_\_  
 Related Work Experience: **00** Military Experience: \_\_\_\_\_

**CERTIFICATION**

CERTIFICATION	CODE	EXP. DATE	CERTIFICATION	CODE	EXP. DATE
<b>EMER TEACHING CERT</b>	<b>SX</b>	<b>063003</b>			

**HISTORY**

Job Assignment\*: **PENDING CERTIFICATIO** Work Loc.: **056D/SUBSTITUTES (S-Z)**  
 Job Family: **5** Grade/Rank/Step: **05/00** Admin. Tch. Rank/Step: Base Days/Hrs: **000/ 0.00**  
 Hourly Rate: \_\_\_\_\_ Daily Rate: **85.88** Annual Salary: **0.00**  
 Addition: \_\_\_\_\_ Replacement: \_\_\_\_\_ Person replaced - Name/Reason: \_\_\_\_\_  
 FICA: \_\_\_\_\_ CERS: \_\_\_\_\_ KTRS: **X**

**FUNDING SOURCE**

Funding Source: **GENERAL**  
 Account No. (1): **5-0100-07-1110-122-5-960-00** Pct. (1): **1.00**  
 Account No. (2): \_\_\_\_\_ Pct. (2): \_\_\_\_\_  
 Account No. (3): \_\_\_\_\_ Pct. (3): \_\_\_\_\_

**REMARKS**

**HIRED IN SUB-STATUS PENDING CERTIFICATION.**

Copies: **FINANCE, SUB-CENTER, FILE.**

**DIVISION OF PERSONNEL SERVICES**

Signed: \_\_\_\_\_  
 Personnel Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Duan Wright

**Pre-Employment Checklist**

- Official Kentucky Teaching Certificate or Statement of Eligibility
- All Original College/University Transcripts
- State/Federal Criminal Records Check (Can be arranged through the Human Resources Department)
- I-9 Employment Verification Form
- Copies of Student Teaching and/or Teaching Evaluations
- Copy of Military Discharge Papers (DD-214)(For 2 years experience credit, if applicable)
- Current TB Test Results (Can be arranged through the Human Resources Department)
- Photograph
- Writing Sample
- Screening Interview

- Note:**
1. The Jefferson County Teachers Association is the collective bargaining agent for JCPS teachers. Dues will automatically be deducted from your paycheck unless you complete and return, within **ten** calendar days of your dated signature below, the appropriate District form requesting that dues not be withheld. See the enclosed form.
  2. ECE teachers are not eligible to transfer to a non-ECE position for the first three (3) years of employment.

Teaching: Language Arts  
Location: Southern Leadership Academy  
Date: 09-14-04

I understand this job offer and accept.

Duan VM Wright  
(Name)

9/13/04  
(Date)

**Administrative Offices**

VanHoose Education Center  
P. O. Box 34020  
Louisville, KY 40232-4020  
(502) 485-3011



HUMAN RESOURCES  
DEPARTMENT

2004 JUN -9 P 2: 46

June 09, 2004

Duan Wright

Subject: Conditional Offer of Employment

Dear Mr. Wright

Thank you for your interest in employment with the Jefferson County Public Schools. This letter constitutes a conditional offer of employment as a teacher with our school district for the **2004-2005** school year.

Initial salary placement is dependent upon your educational background (Rank) and years of experience. Jefferson County Public Schools allows a maximum of ten (10) years of teaching experience (as defined by KRS 157.320), which may include: a maximum of four (4) years of experience gained prior to the 1994-95 school year, any experience gained in the past ten (10) years, and two (2) years of active military duty (DD-214 form required). It is incumbent on you to provide verification of rank and experience for placement on the attached salary schedule.

The conditions of this offer are as follows:

- Receipt of an original valid Kentucky Teacher Certificate or a Statement of Eligibility endorsed for your assigned teaching field. To qualify for Rank II (plus 15) or Rank III (plus 15), in addition to an official transcript, a statement from your college/university indicating that these credits are applicable to a planned program is required.
- Receipt of an original official transcript of all college/university course work completed.
- A satisfactory Kentucky State Criminal Records Check pursuant to Chapter 17 of the Kentucky Revised Code (the cost to you of this process is \$20.00), and a satisfactory Federal Criminal Records Check pursuant to KRS 160.380 (cost to be borne by the District).
- Completion of thirty (30) hours of Effective Teacher Training/Induction. Participation in this training is paid at the rate of \$13.26 per hour. Dates for New Teacher Institute sessions will be mailed to you.
- Receipt of a complete list of the names and addresses of any school district(s) in which you have teaching experience.
- Approval of our recommendation to employ you by the Superintendent.

Attached you will find a check list of those items that we will need to receive in order to complete the employment process. If you agree to accept this conditional offer of employment, please signify by signing the attached form and returning this letter to my office within 72 hours of receipt of this correspondence.

We welcome you to Jefferson County Public Schools. If you have any questions, please do not hesitate to contact us.

Sincerely,

Steve St. Clair  
Personnel Specialist-Certified  
Enclosures  
c. Personnel File

Name: Duan Wright

HUMAN RESOURCES  
DEPARTMENT

**Pre-Employment Checklist**

2004 JUN -9 P 2: 46

- Official Kentucky Teaching Certificate or Statement of Eligibility
- All Original College/University Transcripts
- State/Federal Criminal Records Check (Can be arranged through the Human Resources Department)
- I-9 Employment Verification Form
- Copies of Student Teaching and/or Teaching Evaluations
- Copy of Military Discharge Papers (DD-214)(For 2 years experience credit, if applicable)
- Current TB Test Results (Can be arranged through the Human Resources Department)
- Photograph
- Writing Sample
- Screening Interview

- Note:**
1. The Jefferson County Teachers Association is the collective bargaining agent for JCPS teachers. Dues will automatically be deducted from your paycheck unless you complete and return, within ten calendar days of your dated signature below, the appropriate District form requesting that dues not be withheld. See the enclosed form.
  2. ECE teachers are not eligible to transfer to a non-ECE position for the first three (3) years of employment.

Teaching Assignment: English  
Location: Iroquois High School  
Date: 08-04-04

I understand this job offer and accept.

Duan Wright  
(Name)

6/9/04  
(Date)

**Administrative Offices**

VanHoose Education Center  
P.O. Box 34020  
Louisville, Kentucky 40232-4020  
(502) 485-3011



December 9, 2003

Mr. Duan Wright



Dear Mr. Wright:

Two alleged incidents involving you and a student at Iroquois Middle School were investigated by the Jefferson County Public Schools Investigative Unit.

The investigator determined the first allegation that you tapped the student's desk with the end of a broom was substantiated.

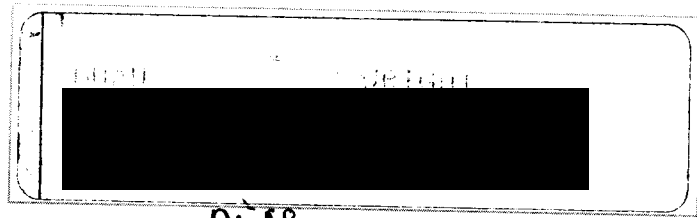
The investigator determined the allegation that you made derogatory remarks was unsubstantiated.

Sincerely,

*Pamela Taylor*  
Pamela W. Taylor  
Substitute Teacher Center

**JEFFERSON COUNTY BOARD OF EDUCATION  
NOTIFICATION OF CHANGE**

Name: **WRIGHT DUAN V**  
Address: [REDACTED]



Soc. Sec. No.: [REDACTED] Race/Sex Code: [REDACTED] Phone: [REDACTED] Today's Date: **04/29/04**  
 Department: **80** Budget Slot (1): **1950** Budget Slot (2): Budget Slot (3):  
 Job Code (1): **09030** Job Code (2): Job Code (3): Effective Date: **05/03/04**  
 Board Action Date: Last Day Worked: Last Day Paid: Yrs. Exp.: **0**  
 Original Leave Date: Personal Days: Sick Days: Vac. Days:  
 Birth Date: [REDACTED] Hire Date: **09/05/02** **EMPLOYMENT STATUS: F /SUBSTITUTE**  
 Representation Code: **W** Perm. Rep. Code: **W**  
**004723 314933 1 09030 0002**

**TRANSFER**

Job Assignment: **SUBSTITUTE TEACHER** To: **SAME**  
 Certification: **SX**  
 Work Location: **056D SUBSTITUTES (S-Z)** To: **SAME**  
 Current Salary: **\$84.20 \$ .00** To: **\$84.20 \$ .00**  
 Job Family: **5** To: **5**  
 Grade/Rank/Step: **05/00** To: **05/00**  
 Admin. Tch. Rank/Step: To:  
 Funding Source: **GENERAL** To: **SAME**  
 Acct. No. (1): **4-0100-80-1110-132-5-945-00** Pct.: **1.00** To: **SAME** Pct.:  
 Acct. No. (2): Pct.: To: Pct.:  
 Acct. No. (3): Pct.: To: Pct.:  
 Reason: **SALARY** Pct.:  
 Base Days/Hours: **/** To: **/**  
 Person Replaced - Name/Reason:  
 FICA: CERS: KTRS:  Addition: Replacement:

**LEAVE OF ABSENCE**

Type of Leave: Expected Date of Return:  
 Job Assignment: Work Location:  
 Funding Source: Acct. No. (1): Pct.:  
 Acct. No. (2): Pct.:  
 Acct. No. (3): Pct.:

**LAYOFF / DISCHARGE / RESIGNATION / RETIREMENT**

Layoff: Discharge: Resignation: Retirement:  
 Job Assignment: Work Location:  
 Reason:  
 Funding Source: Acct. No. (1): Pct.:  
 Acct. No. (2): Pct.:  
 Acct. No. (3): Pct.:

**REMARKS**

Remarks: **PREFERRED SUB AT IROQUOIS MS  
\$15/DAY PER DAY INCREASE**

Copies: **FINANCE, FILE**

**RECALL INFORMATION**

Recall Issued: AM PM Job Assignment:  
 Work Location: Salary Grade: Days/Hours: Job Offer Accepted: Yes No  
 If Refused, reason:  
 Person making call:

**DIVISION OF PERSONNEL SERVICES**

Signed: *[Signature]*  
 Personnel Administrator: *[Signature]*

*[Signature]*

KBV ✓

## PREFERRED SUBSTITUTE TEACHER

The Preferred Substitute Program is part of the District's Substitute Availability Plan. Preferred Substitute Teachers will be guaranteed work in short-term assignments each day students are in attendance. Compensation is the salary schedule rate plus \$15 per day. Substitutes in Preferred status are not eligible for long-term assignments nor other incentive programs. This appointment is for the current school year and subject to reappointment each school year based on performance and need in the District.

The Preferred Substitute will be on automatic assignment at a school which the Substitute Center has identified as difficult to fill.

A Preferred Substitute must call the computer at 485-7777 each day to review his/her assignment and record the job number.

If there is no assignment for the assigned school by 6:30 a.m. for middle and high schools or 7:30 a.m. for elementary schools, the substitute must immediately call the Help Desk at 485-3110 for an assignment at another school. Substitutes will be paid only for days worked. Failure to notify the Substitute Center by the appropriate time and/or a refusal to go to a school will result in removal from Preferred status.

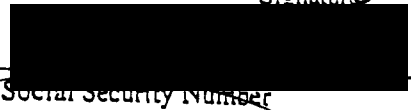
Preferred Substitutes are assigned and expected to work every day. On the fifth day a Preferred Substitute is not available, he/she will be removed from preferred status and returned to the substitute teacher salary schedule.

Duan Wright



Duan Wright  
Signature

4/28/04  
Date



Social Security Number

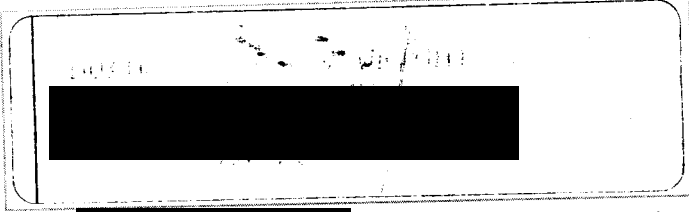
Iroquois M.S.  
Home School

5/3/04  
Effective Date



**JEFFERSON COUNTY BOARD OF EDUCATION  
NOTIFICATION OF CHANGE**

Name: **WRIGHT DUAN V**  
Address: [Redacted]



Soc. Sec. No.: [Redacted] Race/Sex Code: [Redacted] Phone: [Redacted] Today's Date: **05/03/04**  
 Department: **80** Budget Slot (1): **1955** Budget Slot (2): Budget Slot (3):  
 Job Code (1): **09032** Job Code (2): Job Code (3): Effective Date: **05/03/04**  
 Board Action Date: Last Day Worked: Last Day Paid: Yrs. Exp.: **0**  
 Original Leave Date: Personal Days: Sick Days: Vac. Days:  
 Birth Date: [Redacted] Hire Date: **09/05/02** **EMPLOYMENT STATUS: F /SUBSTITUTE**  
 Representation Code: **W** Perm. Rep. Code: **W**  
**004723 315293 315294 1 09032 0001**

**TRANSFER**

Job Assignment:	<b>SUBSTITUTE TEACHER</b>	To:	<b>PREFERRED SUB TCHR</b>
Certification:	<b>SX</b>	To:	<b>056D SUBSTITUTES (S-Z)</b>
Work Location:	<b>056D SUBSTITUTES (S-Z)</b>	To:	<b>\$99.20 \$ .00</b>
Current Salary:	<b>\$84.20 \$ .00</b>	To:	<b>5</b>
Job Family:	<b>5</b>	To:	<b>05/00</b>
Grade/Rank/Step:	<b>05/00</b>	To:	<b>GENERAL</b>
Admin. Tch. Rank/Step:		To:	<b>4-0100-80-1110-132-5-945-00 Pct.: 1.00</b>
Funding Source:	<b>GENERAL</b>	To:	<b>4-0100-80-1110-132-5-945-00 Pct.: 1.00</b>
Acct. No. (1):	<b>4-0100-80-1110-132-5-945-00 Pct.: 1.00</b>	To:	
Acct. No. (2):		To:	
Acct. No. (3):		To:	
Reason:	<b>SALARY INC</b>	To:	
Base Days/Hours:	<b>/</b>	To:	<b>/</b>
Person Replaced - Name/Reason:			
FICA:	<b>CERS:</b>	<b>KTRS: X</b>	Addition: Replacement:

**LEAVE OF ABSENCE**

Type of Leave:	Expected Date of Return:
Job Assignment:	Work Location:
Funding Source:	Acct. No. (1): Pct.:
	Acct. No. (2): Pct.:
	Acct. No. (3): Pct.:

**LAYOFF / DISCHARGE / RESIGNATION / RETIREMENT**

Layoff:	Discharge:	Resignation:	Retirement:
Job Assignment:	Work Location:		
Reason:			
Funding Source:	Acct. No. (1): Pct.:		
	Acct. No. (2): Pct.:		
	Acct. No. (3): Pct.:		

**REMARKS**

Remarks: **PREFERRED SUBSTITUTE AT IROQUOIS MS 'TIL END OF 03/04 SCHOOL YEAR  
\$15.00 PER DAY INCREASE**

Copies: **FINANCE, FILE**

**RECALL INFORMATION**

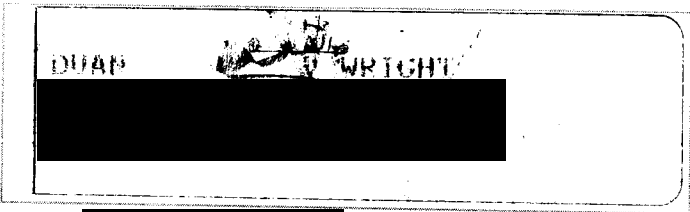
Recall Issued:	<b>AM PM</b>	Job Assignment:
Work Location:	Salary Grade:	Days/Hours:
If Refused, reason:	Job Offer Accepted:	<b>Yes No</b>
Person making call:		

**DIVISION OF PERSONNEL SERVICES**

Signed: *Genevieve Bruce* Date: **5/4/04**  
 Personnel Administrator

**JEFFERSON COUNTY BOARD OF EDUCATION  
NOTIFICATION OF CHANGE**

Name: WRIGHT DUAN V  
Address: \_\_\_\_\_



Soc. Sec. No.: \_\_\_\_\_ Race/Sex Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Today's Date: 01/05/04  
 Department: 80 Budget Slot (1): 1950 Budget Slot (2): \_\_\_\_\_ Budget Slot (3): \_\_\_\_\_  
 Job Code (1): 09030 Job Code (2): \_\_\_\_\_ Job Code (3): \_\_\_\_\_ Effective Date: 01/05/04  
 Board Action Date: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_ Last Day Paid: \_\_\_\_\_ Yrs. Exp.: \_\_\_\_\_  
 Original Leave Date: \_\_\_\_\_ Personal Days: \_\_\_\_\_ Sick Days: \_\_\_\_\_ Vac. Days: \_\_\_\_\_  
 Birth Date: 05/03/78 Hire Date: 09/05/02 **EMPLOYMENT STATUS:** F / SUBSTITUTE  
 Representation Code: W Perm. Rep. Code: W  
004021 290926 290928 1 09030 0002

TRANSFER	
Job Assignment: <u>PREFERRED SUB TCHR</u>	To: <u>SUBSTITUTE TEACHER</u>
Certification: <u>SX</u>	
Work Location: <u>056D SUBSTITUTES (S-Z)</u>	To: <u>056D SUBSTITUTES (S-Z)</u>
Current Salary: <u>\$99.20</u>	To: <u>\$84.20</u>
Job Family: <u>5</u>	To: <u>5</u>
Grade/Rank/Step: <u>05/00</u>	To: <u>05/00</u>
Admin. Tch. Rank/Step: _____	To: _____
Funding Source: <u>GENERAL</u>	To: <u>GENERAL</u>
Acct. No. (1): <u>4-0100-80-1110-132-5-945-00</u> Pct.: <u>1.00</u>	To: <u>4-0100-80-1110-132-5-945-00</u> Pct.: <u>1.00</u>
Acct. No. (2): _____ Pct.: _____	To: _____ Pct.: _____
Acct. No. (3): _____ Pct.: _____	To: _____ Pct.: _____
Reason: <u>SALARY</u>	
Base Days/Hours: _____	To: _____
Person Replaced - Name/Reason: _____	
FICA: _____ CERS: _____ KTRS: _____ Addition: _____ Replacement: _____	

LEAVE OF ABSENCE	
Type of Leave: _____	Expected Date of Return: _____
Job Assignment: _____	Work Location: _____
Funding Source: _____	Acct. No. (1): _____ Pct.: _____
	Acct. No. (2): _____ Pct.: _____
	Acct. No. (3): _____ Pct.: _____

LAYOFF / DISCHARGE / RESIGNATION / RETIREMENT	
Layoff: _____ Discharge: _____ Resignation: _____ Retirement: _____	
Job Assignment: _____	Work Location: _____
Reason: _____	
Funding Source: _____	Acct. No. (1): _____ Pct.: _____
	Acct. No. (2): _____ Pct.: _____
	Acct. No. (3): _____ Pct.: _____

**REMARKS**  
 Remarks: NO LONGER PREFERRED SUB - RETURN TO REGULAR SUB STATUS  
 \_\_\_\_\_  
 Copies: FINANCE

RECALL INFORMATION	
Recall Issued: _____ AM PM Job Assignment: _____	
Work Location: _____	Salary Grade: _____ Days/Hours: _____
If Refused, reason: _____	Job Offer Accepted: Yes No
Person making call: _____	

**DIVISION OF PERSONNEL SERVICES**

Signed: \_\_\_\_\_  
 Personnel Administrator: Genevieve Price

1/7/04

WRIGHT, DUAN

Pin: [REDACTED]  
 Special Id: [REDACTED]  
 Phone No: [REDACTED]  
 Callback No: [REDACTED]  
 Language: English  
 Available for Jobs: YES  
 Qual.Lg.Term Jobs: NO  
 Ethnicity: 09/05/2002  
 Gender: Unknown

Register Date: 09/09/2002  
 Tuberculosis:  
 Certification: 06/30/2004  
 Other:  
 Max.WorkUnits: 0  
 Rem. WorkUnits: 0  
 Hire Date: 09/05/2002  
 Start Date:  
 Birth Date:

**Statistics**

Total Calls: 9  
 Total Dont Disturb: 0  
 Total Accept: 63  
 Total Cancel: 6  
 Last Date Called: 01/05/2004

Not Reached: 0  
 Total HangUps: 6  
 Total Decline: 0  
 Disposition: Cancel  
 Last Time Called: 06:00 am

**Daily Availability**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
AM	Yes	Yes	Yes	Yes	Yes	Yes	No	No
PM	Yes	Yes	Yes	Yes	Yes	Yes	No	No

**Temporary Unavailability**

Substitute: [REDACTED]  
 District: [REDACTED]  
 From: 12/10/2003  
 Thru: 12/10/2003

**Classifications Apply to Substitute**

Code	Classification	Job Key	Code	Classification	Job Key
96	96-GENERAL LIST	1	210	210-COMPUTER	1
220	220-SOCIAL STUDIES	1	224	224-HISTORY	1
230	230-ENGLISH	1	232	232-LANGARTS/READING	1
235	235-DRAMA	1	243	243-SPANISH	1
250	250-SCIENCE	1	251	251-BIOLOGY	1
252	252-CHEM	1	260	260-BUSINESS	1
270	270-MATH	1	271	271-ALGE/GEOM/TRIG	1
282	282-MUSIC	1	285	285-HEALTH & SAFETY	1
288	288-PE	1	313	313-PRIMARY	1
345	345-INTERMEDIATE	1	444	444-ALL CERTIFIED	1

**Locations Preference**

502730 IROQUOIS MIDDLE

<<<< END OF REPORT >>>>

*effective  
1/5/03*

*no longer preferred*

**T. T. Knight Middle School**

9803 Blue Lick Road  
Louisville, Kentucky 40229  
(502) 485-8287  
Fax (502) 485-8078



**TO:** Sub Center  
**FROM:** Barbara LaRue  
**RE:** Duan Wright  
**DATE:** January 13, 2003

This is to advise that Duan Wright, [REDACTED] is no longer a long-term sub for our vacancy. He is now subbing for Debbie Mills who is out on medical leave. He is starting over on his 20 days.

Any questions, please advise.

Dec 20

**T. T. Knight Middle School**

0803 Blue Lick Road  
Louisville, Kentucky 40229  
(502) 485-8287  
Fax: (502) 485-8073



TO: Pam Taylor  
Substitute Center  
FROM: Barbara LaRue  
RE: Duan Wright  
20 day sub  
DATE: November 6, 2002

This is to advise that Duan Wright, [REDACTED] has served his 20 days as of today. His job number is [REDACTED] His start date was October 8, 2002.

Mr. Wright also needs to be placed on long-term status in the computer.

Any questions, please advise.

11-6

*Barbara*

**JEFFERSON COUNTY BOARD OF EDUCATION  
NOTIFICATION OF CHANGE**

DUAN V. WRIGHT

Name: [Redacted]  
Address: [Redacted]

[Redacted]

Soc. Sec. No.: [Redacted] Race/Sex Code: [Redacted] Phone: [Redacted] Today's Date: \_\_\_\_\_  
 Department: \_\_\_\_\_ Budget Slot (1): \_\_\_\_\_ Budget Slot (2): \_\_\_\_\_ Budget Slot (3): \_\_\_\_\_  
 Job Code (1): \_\_\_\_\_ Job Code (2): \_\_\_\_\_ Job Code (3): \_\_\_\_\_ Effective Date: \_\_\_\_\_  
 Board Action Date: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_ Last Day Paid: \_\_\_\_\_ Yrs. Exp.: \_\_\_\_\_  
 Original Leave Date: \_\_\_\_\_ Personal Days: \_\_\_\_\_ Sick Days: \_\_\_\_\_ Vac. Days: \_\_\_\_\_  
 Birth Date: [Redacted] Hire Date: \_\_\_\_\_  
 Representation Code: \_\_\_\_\_ **EMPLOYMENT STATUS:** \_\_\_\_\_  
 Perm. Rep. Code: \_\_\_\_\_

**TRANSFER**

Job Assignment: \_\_\_\_\_ To: \_\_\_\_\_  
 Certification: \_\_\_\_\_ To: \_\_\_\_\_  
 Work Location: \_\_\_\_\_ To: \_\_\_\_\_  
 Current Salary: \_\_\_\_\_ To: \_\_\_\_\_  
 Job Family: \_\_\_\_\_ To: \_\_\_\_\_  
 Grade/Rank/Step: \_\_\_\_\_ To: \_\_\_\_\_  
 Admin. Tch. Rank/Step: \_\_\_\_\_ To: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_ To: \_\_\_\_\_  
 Acct. No. (1): \_\_\_\_\_ Pct.: \_\_\_\_\_ To: \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_ To: \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_ To: \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Reason: \_\_\_\_\_ To: \_\_\_\_\_  
 Base Days/Hours: \_\_\_\_\_ To: \_\_\_\_\_  
 Person Replaced - Name/Reason: \_\_\_\_\_  
 FICA: \_\_\_\_\_ CERS: \_\_\_\_\_ KTRS: \_\_\_\_\_ Addition: \_\_\_\_\_ Replacement: \_\_\_\_\_

**LEAVE OF ABSENCE**

Type of Leave: \_\_\_\_\_ Expected Date of Return: \_\_\_\_\_  
 Job Assignment: \_\_\_\_\_ Work Location: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_ Acct. No. (1): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_

**LAYOFF / DISCHARGE / RESIGNATION / RETIREMENT**

Layoff: \_\_\_\_\_ Discharge: \_\_\_\_\_ Resignation: \_\_\_\_\_ Retirement: \_\_\_\_\_  
 Job Assignment: \_\_\_\_\_ Work Location: \_\_\_\_\_  
 Reason: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_ Acct. No. (1): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_

**REMARKS**

Remarks: \_\_\_\_\_  
 Copies: \_\_\_\_\_

**RECALL INFORMATION**

Recall Issued: \_\_\_\_\_ AM PM Job Assignment: \_\_\_\_\_  
 Work Location: \_\_\_\_\_ Salary Grade: \_\_\_\_\_ Days/Hours: \_\_\_\_\_ Job Offer Accepted: Yes No  
 If Refused, reason: \_\_\_\_\_  
 Person making call: \_\_\_\_\_

**DIVISION OF PERSONNEL SERVICES**

Signed: \_\_\_\_\_  
 Personnel Administrator: \_\_\_\_\_

**JEFFERSON COUNTY BOARD OF EDUCATION  
NOTIFICATION OF CHANGE**

Name: **WRIGHT DUAN V**  
Address: [REDACTED]

Soc. Sec. No.: [REDACTED] Race/Sex Code: [REDACTED] Phone: [REDACTED] Day's Date: **01/14/03**  
 Department: **80** Budget Slot (1): **1950** Budget Slot (2): Budget Slot (3):  
 Job Code (1): **09030** Job Code (2): Job Code (3): Effective Date: **01/06/03**  
 Board Action Date: Last Day Worked: Last Day Paid: Yrs. Exp.: **0**  
 Original L... Personal Days: **09/05/02** Sick Days: **F /SUBSTITUTE** Vac. Days:  
 Birth Date: **W** Hire Date: **W** **EMPLOYMENT STATUS: F /SUBSTITUTE**  
 Representation Code: **004021** \***198270** 198271 Perm. Rep. Code: **1 09030 0002**

SUB-TCH TEMP APPOINT		TRANSFER		SUBSTITUTE TEACHER	
Job Assignment:	<b>SX</b>	To:			
Certification:	<b>163 KNIGHT MID SCHOOL</b>	To:	<b>056E</b>	<b>SUBSTITUTES (S-Z)</b>	
Work Location:	<b>\$122.62 \$ .00</b>	To:	<b>\$81.74</b>	<b>\$ .00</b>	
Current Salary:	<b>5</b>	To:	<b>5</b>		
Job Family:	<b>13/99</b>	To:	<b>05/00</b>		
Grade/Rank/Step:		To:			
Admin. Tch. Rank/Step:	<b>GENERAL</b>	To:	<b>GENERAL</b>		
Funding Source:	<b>3-0100-80-1110-122-5-945-10</b>	To:	<b>3-0100-80-1110-132-5-945-00</b>	<b>Pct.: 1.00</b>	<b>Pct.: 1.00</b>
Acct. No. (1):		To:			
Acct. No. (2):		To:			
Acct. No. (3):		To:			
Reason:	<b>SALARY</b>	To:			
Base Days/Hours:	<b>/</b>	To:	<b>/</b>		
Person Replaced - Name/Reason:					
FICA:	<b>CERS:</b>	<b>KTRS:</b>	<b>Addition:</b>	<b>Replacement:</b>	

**LEAVE OF ABSENCE**

Type of Leave: \_\_\_\_\_ Expected Date of Return: \_\_\_\_\_  
 Job Assignment: \_\_\_\_\_ Work Location: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_ Acct. No. (1): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_

**LAYOFF / DISCHARGE / RESIGNATION / RETIREMENT**

Layoff: \_\_\_\_\_ Discharge: \_\_\_\_\_ Resignation: \_\_\_\_\_ Retirement: \_\_\_\_\_  
 Job Assignment: \_\_\_\_\_ Work Location: \_\_\_\_\_  
 Reason: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_ Acct. No. (1): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_

**REMARKS**

Remarks: **END OF TEMPORARY APPOINTEE POSITION - LAST DAY 12/20/02**  
 Copies: **FINANCE**

**RECALL INFORMATION**

Recall Issued: \_\_\_\_\_ AM PM Job Assignment: \_\_\_\_\_  
 Work Location: \_\_\_\_\_ Salary Grade: \_\_\_\_\_ Days/Hours: \_\_\_\_\_ Job Offer Accepted: Yes No  
 If Refused, reason: \_\_\_\_\_  
 Person making call: \_\_\_\_\_

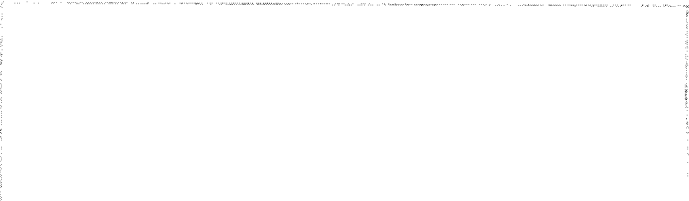
**DIVISION OF PERSONNEL SERVICES**

Signed:   
 Personnel Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

**JEFFERSON COUNTY BOARD OF EDUCATION  
NOTIFICATION OF CHANGE**

Name: WRIGHT DUAN V  
Address: \_\_\_\_\_



Soc. Sec. No.: \_\_\_\_\_ Race/Sex Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Today's Date: 11/07/02  
 Department: 80 Budget Slot (1): 1952 Budget Slot (2): \_\_\_\_\_ Budget Slot (3): \_\_\_\_\_  
 Job Code (1): 09031 Job Code (2): \_\_\_\_\_ Job Code (3): \_\_\_\_\_ Effective Date: 11/07/02  
 Board Action Date: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_ Last Day Paid: \_\_\_\_\_ Yrs. Exp.: 0  
 Original Leave Date: \_\_\_\_\_ Personal Days: \_\_\_\_\_ Sick Days: \_\_\_\_\_ Vac. Days: \_\_\_\_\_  
 Birth Date: \_\_\_\_\_ Hire Date: 09/05/02 **EMPLOYMENT STATUS: F /SUBSTITUTE**  
 Representation Code: W Perm. Rep. Code: W  
004021 \*186249 186250 1 09031 0002

**TRANSFER**

Job Assignment: SUBSTITUTE TEACHER To: SUB-TCH TEMP APPOINT  
 Certification: SX  
 Work Location: 056E SUBSTITUTES (S-Z) To: 163 KNIGHT MID SCHOOL  
 Current Salary: \$81.74 \$ .00 To: \$122.62 \$ .00  
 Job Family: 5 To: 5  
 Grade/Rank/Step: 05/00 To: 13/99  
 Admin. Tch. Rank/Step: \_\_\_\_\_ To: \_\_\_\_\_  
 Funding Source: GENERAL To: GENERAL  
 Acct. No. (1): 3-0100-80-1110-132-5-945-00 Pct.: 1.00 To: 3-0100-80-1110-122-5-945-10 Pct.: 1.00  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_ To: \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_ To: \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Reason: SALARY  
 Base Days/Hours: / To: /  
 Person Replaced - Name/Reason: \_\_\_\_\_  
 FICA: \_\_\_\_\_ CERS: \_\_\_\_\_ KTRS: \_\_\_\_\_ Addition: \_\_\_\_\_ Replacement: \_\_\_\_\_

**LEAVE OF ABSENCE**

Type of Leave: \_\_\_\_\_ Expected Date of Return: \_\_\_\_\_  
 Job Assignment: \_\_\_\_\_ Work Location: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_ Acct. No. (1): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_

**LAYOFF / DISCHARGE / RESIGNATION / RETIREMENT**

Layoff: \_\_\_\_\_ Discharge: \_\_\_\_\_ Resignation: \_\_\_\_\_ Retirement: \_\_\_\_\_  
 Job Assignment: \_\_\_\_\_ Work Location: \_\_\_\_\_  
 Reason: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_ Acct. No. (1): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (2): \_\_\_\_\_ Pct.: \_\_\_\_\_  
 Acct. No. (3): \_\_\_\_\_ Pct.: \_\_\_\_\_

**REMARKS**

Remarks: TEMPORARY APPOINTEE - CONTINUING - 20TH DAY 11/06/02  
(MATH - VACANCY)  
 Copies: FINANCE

**RECALL INFORMATION**

Recall Issued: \_\_\_\_\_ AM PM Job Assignment: \_\_\_\_\_  
 Work Location: \_\_\_\_\_ Salary Grade: \_\_\_\_\_ Days/Hours: \_\_\_\_\_ Job Offer Accepted: Yes No  
 If Refused, reason: \_\_\_\_\_  
 Person making call: \_\_\_\_\_

**DIVISION OF PERSONNEL SERVICES**

Signed: \_\_\_\_\_  
 Personnel Administrator: [Signature]

Date: \_\_\_\_\_



**JEFFERSON COUNTY BOARD OF EDUCATION**  
 NOTIFICATION OF CLASSIFIED EMPLOYMENT  
 NOTIFICATION OF PROFESSIONAL EMPLOYMENT

Name: WRIGHT, DUAN V  
 Address: [REDACTED]



Soc. Sec. No.: [REDACTED] Race/Sex Code: [REDACTED] Phone: [REDACTED] Today's Date: 09/09/02  
 Department: 80 Budget Slot (1): 1950 Budget Slot (2): \_\_\_\_\_ Budget Slot (3): \_\_\_\_\_  
 Job Code (1): 09030 Job Code (2): \_\_\_\_\_ Job Code (3): \_\_\_\_\_ Effective Date: 09/05/02  
 Birth Date: [REDACTED] Board Action Date: \_\_\_\_\_ Hire Date: 09/05/02 Outside Exper.: 00 Military: \_\_\_\_\_  
 Representation Code: W Perm. Rep. Code: W **EMPLOYMENT STATUS:** F /SUBSTITUTE  
004021 166720 1-09030-0002

**EDUCATION**

Education: BACHELOR'S Approved Training: \_\_\_\_\_ Test Results: \_\_\_\_\_  
 College: \_\_\_\_\_ Degree: \_\_\_\_\_ Or Hrs: \_\_\_\_\_ College: \_\_\_\_\_ Degree: \_\_\_\_\_ Or Hrs: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Related Work Experience: 00 Military Experience: \_\_\_\_\_

**CERTIFICATION**

CERTIFICATION	CODE	EXP. DATE	CERTIFICATION	CODE	EXP. DATE
<u>EMER TEACHING CERT</u>	<u>SX</u>	<u>063003</u>	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**HISTORY**

Job Assignment\*: SUBSTITUTE TEACHER Work Loc.: 056E/SUBSTITUTES (S-Z)  
 Job Family: 5 Grade/Rank/Step: 05/00 Admin. Tch. Rank/Step: \_\_\_\_\_ Base Days/Hrs: 000/ 7.00  
 Hourly Rate: \_\_\_\_\_ Daily Rate: 81.74 Annual Salary: 0.00  
 Addition: \_\_\_\_\_ Replacement: \_\_\_\_\_ Person replaced - Name/Reason: \_\_\_\_\_  
 FICA: \_\_\_\_\_ CERS: \_\_\_\_\_ KTRS: \_\_\_\_\_

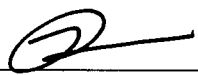
**FUNDING SOURCE**

Funding Source: GENERAL  
 Account No. (1): 3-0100-80-1110-132-5-945-00 Pct. (1): 1.00  
 Account No. (2): \_\_\_\_\_ Pct. (2): \_\_\_\_\_  
 Account No. (3): \_\_\_\_\_ Pct. (3): \_\_\_\_\_

**REMARKS**

HIRED AS SUBSTITUTE TEACHER -- PLEASE CALL 485-7777 FOR PIN NUMBER  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Copies: FINANCE

**DIVISION OF PERSONNEL SERVICES**

Signed: \_\_\_\_\_  
 Personnel Administrator:  Date: \_\_\_\_\_

# SUBSTITUTE TEACHER PREFERENCE SHEET

SSN: [REDACTED] Phone: [REDACTED] Orientation Date: **AUG 1 2002**  
 Last Name: Wright First: Duan Middle: V (Mr. **AUG 21 2002**)  
 Address: [REDACTED] City: [REDACTED] State: [REDACTED] ZIP: [REDACTED]

Degree (Circle) Assoc. Bachelors Masters \_\_\_\_\_ KY Certification \_\_\_\_\_

Days Available (Check all that apply)  All  Mon  Tues  Wed  Thur  Fri  
 Must work at least 30 days in the school year.

If retired JCPS teacher, retirement date N/A (Criminal Records Check required if break in employment)

Are you on the SBDM committee of any JCPS school?  Yes  No

Geographic Area and Level (Check as many as appropriate) All levels = (elementary, middle, high, and special)  
 Special schools are Peace, Churchill Park, Central KY Treatment, Cardinal Treatment, Louisville Day Treatment, Binet, Maryhurst, Ten Broeck, Brooklawn, Spring Meadows, St. Joseph Childrens Home, Johnson-Breckinridge, Rice Audubon, Waller Environmental)

<input checked="" type="checkbox"/>	100000	Central Area--All levels	<input type="checkbox"/>	101000	Central Area--Elementary
<input type="checkbox"/>	102000	Central Area--Middle	<input type="checkbox"/>	103000	Central Area--High
<input type="checkbox"/>	104000	Central Area--Special			
<input checked="" type="checkbox"/>	200000	South Area--All levels	<input type="checkbox"/>	201000	South Area--Elementary
<input type="checkbox"/>	202000	South Area--Middle	<input type="checkbox"/>	203000	South Area--High
<input checked="" type="checkbox"/>	300000	East--All levels	<input type="checkbox"/>	301000	East Area--Elementary
<input type="checkbox"/>	302000	East Area--Middle	<input type="checkbox"/>	303000	East Area--High
<input type="checkbox"/>	304000	East Area--Special			
<input checked="" type="checkbox"/>	400000	West--All levels	<input type="checkbox"/>	401000	West Area--Elementary
<input type="checkbox"/>	402000	West Area--Middle	<input type="checkbox"/>	403000	West Area--High
<input checked="" type="checkbox"/>	500000	Southwest--All levels	<input type="checkbox"/>	501000	Southwest Area--Elementary
<input type="checkbox"/>	502000	Southwest Area--Middle	<input type="checkbox"/>	503000	Southwest Area--High
<input type="checkbox"/>	504000	Southwest Area--Special			

Subjects (Check as many as appropriate)

<input type="checkbox"/>	108	Library	<input checked="" type="checkbox"/>	252	Chemistry	<input type="checkbox"/>	520	Cosmetology
<input type="checkbox"/>	201	Home Hospital	<input type="checkbox"/>	253	Physics	<input type="checkbox"/>	576	Automotive
<input checked="" type="checkbox"/>	210	Computer	<input checked="" type="checkbox"/>	260	Business	<input type="checkbox"/>	577	Machine
<input checked="" type="checkbox"/>	220	Social Studies	<input checked="" type="checkbox"/>	270	Mathematics	<input type="checkbox"/>	578	Vocational Trades
<input type="checkbox"/>	222	Geography	<input checked="" type="checkbox"/>	271	Alg/Geo/Trig	<input type="checkbox"/>	592	Consumer Educatic
<input checked="" type="checkbox"/>	224	History	<input type="checkbox"/>	272	Cal/Alge II	<input type="checkbox"/>	601	Vision Impaired
<input checked="" type="checkbox"/>	230	English	<input type="checkbox"/>	280	Art	<input type="checkbox"/>	602	Hearing Impaired
<input type="checkbox"/>	231	ESL	<input checked="" type="checkbox"/>	282	Music	<input type="checkbox"/>	603	Educable Mental
<input checked="" type="checkbox"/>	232	LA & Reading	<input checked="" type="checkbox"/>	285	Health & Safety	<input checked="" type="checkbox"/>	604	Emotionally Disturb
<input checked="" type="checkbox"/>	235	Drama	<input checked="" type="checkbox"/>	288	PE	<input checked="" type="checkbox"/>	606	Learn/Beh Disabilit
<input type="checkbox"/>	241	Latin	<input type="checkbox"/>	290	ROTC	<input type="checkbox"/>	607	Physically Hand.
<input type="checkbox"/>	242	French	<input type="checkbox"/>	294	Industrial Arts	<input checked="" type="checkbox"/>	612	Mild Mental
<input checked="" type="checkbox"/>	243	Spanish	<input checked="" type="checkbox"/>	313	Primary (elem only)	<input type="checkbox"/>	613	Multiple Handi.FM
<input type="checkbox"/>	244	German	<input checked="" type="checkbox"/>	345	Intermediate (elem)	<input type="checkbox"/>	615	ECE
<input type="checkbox"/>	245	Russian	<input type="checkbox"/>	502	Fire Science	<input type="checkbox"/>	623	Funct Mental (SPH
<input checked="" type="checkbox"/>	250	Science	<input type="checkbox"/>	511	Medical	<input type="checkbox"/>	626	ECE LD
<input checked="" type="checkbox"/>	251	Biology	<input type="checkbox"/>	512	Travel			

**AUG 21 2002**

**Application for Emergency Substitute Certification**

**Section I -- District Information**

District: JEFFERSON District Code #: 275  
Telephone #: 502-485-6146 FAX #: 502-485-3635

**Section II -- Verifications**

Prerequisites for Approval (pursuant to KRS 161.100; 704 KAR 20:210):

1. Diligent efforts have been made to recruit a certified teacher, and the need to fill this position has been made known locally by appropriate means.
2. The school has been unsuccessful in recruiting a certified teacher either from the listings of teachers supplied by the Kentucky Department of Education or by means of the placement services of the teacher education institutions.
3. No qualified teachers have applied for this position, and, as best as can be determined, a qualified teacher is not available for this position. For purpose of this regulation, "qualified" shall mean a teacher who holds the appropriate certification as a teacher of exceptional children unless the superintendent of the employing school district has documented evidence that the teacher is unsuitable for appointment.
4. This position will be filled by the best qualified person available, giving preference to the factors of academic preparation, prior teaching experience or related educational work, and personal attributes compatible with the demands of the teaching profession.
5. The person named in this application sustains good moral character and is at least 18 years of age. (Applicant MUST fill out Section V on the reverse side of this form. If the answer to any question in Section V is "YES," district MUST submit this application to the Education Professional Standards Board.)
6. A state criminal records check and, as of January 1, 1999, a national criminal records check have been conducted for this applicant under provisions of KRS 160.380. (This requirement applies to all new certified hires, excluding persons employed in another certified position in a Kentucky school district within six months of the date of hire and who had previously submitted to a criminal records check.)
7. The district shall comply with the priority selection for employment established in 704 KAR 20:210, Section 2, for substitute teachers.

I verify that the aforementioned prerequisite conditions/requirements have been met.

Signed Parrella H. Taylor Date \_\_\_\_\_  
Superintendent of Schools  
34995  
Number of board order declaring certified teacher not available for this position  
May 06, 2002  
Date of board order number

**Section III -- Applicant Information**

Mr. Nuan V M Wright Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Ms. \_\_\_\_\_  
Mrs. \_\_\_\_\_  
Dr. \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Academic Preparation (If less than bachelor's degree, list total hours. Must attach official transcripts.)

**Section IV -- Certificate Approval**

The applicant identified in Section III is certified as an Emergency Substitute at Rank IV, Preparation Code B  
IV or V 2, 3, B, M, or D  
Effective from \_\_\_\_\_ to June 30, \_\_\_\_\_  
Date of Approval Current School Year

## Jefferson County Public Schools Application for Employment

Name: **Duan V. Wright**  
Application Date: **7/31/02**

Social Security Number: [REDACTED]

Date Available to Work: **8/1/02**

Maiden Name: [REDACTED]  
Mailing Address: [REDACTED]

[REDACTED]

Telephone Numbers: Home: [REDACTED]  
Work: [REDACTED]  
Other: [REDACTED]  
EMail: [REDACTED]

### Emergency Contacts:

Name: [REDACTED]  
Address: [REDACTED]  
Name: [REDACTED]  
Address: [REDACTED]

Relationship: [REDACTED]  
City, State: [REDACTED]  
Relationship: [REDACTED]  
City, State: [REDACTED]

Telephone: [REDACTED]  
Zip Code: [REDACTED]  
Telephone: [REDACTED]  
Zip Code: [REDACTED]

### Positions Applying For:

- 1 Substitute Teacher
- 2 Teacher Training Programs--Para-Educator Teacher-Certification Program

### Education and Professional Training:

Name of School or University	State	Field of Study	Degree	Dates Attended
Western Kentucky University	KY	English Allied Language Arts	Bachelors Degree	8/1996 to 5/2002
Greenwood High School		College Preparatory	High School Diploma	8/1992 to 6/1996

### Certificates:

No certificates were entered on the application.

### Scores:

Interview	References	GPA
0	0	0

8/14/02 no show for interview

## Jefferson County Public Schools Application for Employment

Name: **Duan V. Wright**  
Application Date: 7/31/02

Social Security Number: [REDACTED]

Date Available to Work: 8/1/02

### Work Experience Other than Teaching:

Employer	Address	Job Title	Work Performed	Dates of Employment	Reason for Leaving	Cur Emp?	Cont act?
National City Bank	101 South Fifth St, Louisville, KY 40202	Assistant Branch Manager	Branch Operations	5/1996 to 1/2002	Position Terminated	No	Yes

### Teaching Experience:

School System	Address	Job Title	Grades or Subjects Taught	Status	Dates of Employment	Reason for Leaving	Cur Emp?	Cont act?

### Military Experience:

Branch of Service	Occupation Specialty (MOS)	Inclusive Dates	Type of Discharge

While in the military service, ever convicted by a general court-martial?

### Employment Eligibility:

U.S. Citizen [REDACTED]

If no, are you eligible to work in the U.S.?

**Jefferson County Public Schools  
Application for Employment**

Name: **Duan V. Wright**  
Application Date: **7/31/02**

Social Security Number [REDACTED]

Date Available to Work: **8/1/02**

**Activity / Club Sponsoring:**

**Class Sponsor, Debate Team, Honor Societies, Political Club, Religious Organizaitons, Student Council, Students Against Drunk Driving, Year Book**

**Sports Qualified to Coach:**

**Technology Expertise:**

**Database, Keyboarding, Telecommunications, Word Processing**

Operator's License Number [REDACTED]

Expiration Date:

Driver Experience [REDACTED]

**Related Employee Status:**

Related to any JCPS employee? **No**

Name of Relative	Position	Relationship

## Jefferson County Public Schools Application for Employment

Name: **Duan V. Wright**  
Application Date: **7/31/02**

Social Security Number: [REDACTED]

Date Available to Work: **8/1/02**

### References:

#### Work/Professional References:

Name	Address	Zip Code
Leslie Godo-Solo	1 Big Red Way MTRC , Bowling Green , KY	42101
Gwendolyn Downs	1761 Stafford Way, Bowling Green, KY	42101
Teresa Cargle	2601 Bank St, Louisville, KY	40212
Jennifer Hughes	1 Corvette Dr., Bowling Green, KY	42101

#### Personal References:

Name	Address	Zip Code

#### Student Teaching References:

Name	Title	District	Address	Zip Code
	Cooperating Teacher			
	College Supervisor			

### Criminal Records Check

Convicted of any offense under the law, or forfeited collateral? **No**

Under charges for any offense under the law? **No**

Had any teaching certificate issued by any state or commonwealth suspended or revoked? **No**