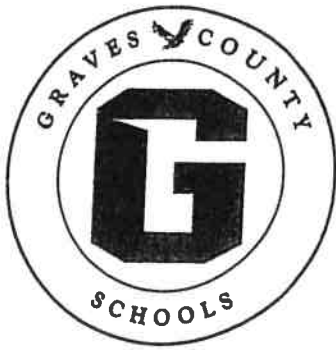




GRAVES COUNTY BOARD OF EDUCATION

PURSUING EXCELLENCE TOGETHER

2290 State Route, Mayfield, KY 42066

August 11, 2026

Sadie Flores

Ms. Flores:

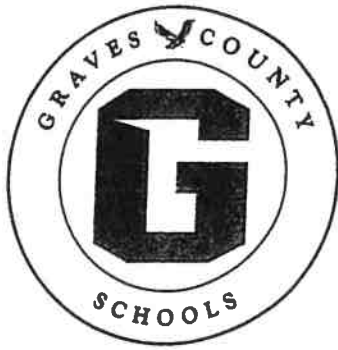
Graves County Board of Education administrators received a report alleging repeated inappropriate comments through electronic communication with a student. Evidence of the communications were provided to the district, and the communications indicated clear evidence of an inappropriate relationship with a student.

The district has substantiated the allegations of conduct unbecoming a teacher under KRS 161.790 (1)(b), violations of The Professional Code of Ethics for KY Certified Personnel, and a disregard for Graves County Board of Education Policy. The repeated lapse in decision making is unacceptable; therefore, your limited contract of employment for the 2026-2027 school year is terminated. Additionally, the concerns will be reported to the Educational Professional Standards Board. Please return your keys and any work-related items at this time.

Sincerely,

Matthew Madding, Superintendent

CC: Personnel File



GRAVES COUNTY BOARD OF EDUCATION

PURSuing EXCELLENCE TOGETHER

2290 State Route, Mayfield, KY 42066

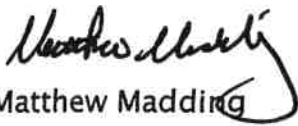
August 7, 2026

Sadie Flores


Ms. Flores:

This letter is to notify you that as of Friday, August 7, 2026, you are suspended with pay. This suspension is due to allegations of behavior unbecoming a teacher, violations of the EPSB Educator Code of Ethics, and possible Graves County Board of Education policy violations. The suspension will last throughout the duration of the investigation.

Sincerely,



Matthew Madding
Superintendent
Graves County Schools

(Graves County Schools – REVISED Oct. 2020)

DATE EMPLOYMENT/CHANGE BEGINS (first day in new position): 7-1-25

Days remaining to be Paid if Hired Mid-Year: _____

enefits / Payroll Response:

(Graves County Schools – REVISED Oct. 2020)

DATE EMPLOYMENT/CHANGE BEGINS (first day in new position): 7-1-24

Days remaining to be Paid if Hired Mid-Year: _____

enefits / Payroll Response:

PERSONNEL

03.11 AP.242

Fax:
270-328-1561

Verification of Employment
GRAVES COUNTY BOARD OF EDUCATION
2290 STATE ROUTE 121 NORTH
MAYFIELD, KY 42066

Phone:
270-328-1551
heather.woodward@grave
s.kyschools.us

Sadie Flores

Name

Social Security Number

The above named is employed to teach in the Graves County School System. He/She states that they have taught 1 year(s) in your school system.

It is necessary to verify teaching experience of employees for the purpose of computing salary. In the space below, please list the information requested on the individual indicated.

Please complete and fax or email this form using the number(s) listed above at your earliest convenience.

The above-named person taught in Paducah Public Schools as follows:
 (School System/State)

DATE	NO. OF DAYS TAUGHT	DAYS IN SCHOOL YEAR
<u>2023</u> to <u>2024</u>	<u>187</u>	<u>187</u>
_____ to _____	_____	_____
_____ to _____	_____	_____
_____ to _____	_____	_____
_____ to _____	_____	_____
_____ to _____	_____	_____
_____ to _____	_____	_____
_____ to _____	_____	_____
_____ to _____	_____	_____
_____ to _____	_____	_____

Was this person on tenure in your system? Yes _____ No ☒

APPLICABLE TO KENTUCKY EXPERIENCE ONLY: Accumulated sick leave credited to a teacher remains so credited in the event the employee transfers to another school district within the state. If applicable, please complete this portion of the form giving the number of sick leave days this individual has accumulated in your system.

Sadie Flores has days of accumulated sick leave in this school district as of 6/30/23.
 (Date)

SIGNATURE Heather Woodward
 POSITION Asst. Dir.
 TITLE Asst. Personnel

OPEN RECORDS REQUEST

Please provide any information contained in this individual's personnel record evidencing any disciplinary action taken while s/he was employed by your district/agency.

☐ Information enclosed/attached

☒ No disciplinary action on record for this individual

I verify that the above information is accurate.

SIGNATURE

POSITION

DATE



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

**CERTIFICATE FOR TEACHERS AND OTHER PROFESSIONAL SCHOOL PERSONNEL
CERTIFICATE NUMBER: [REDACTED]**

This certifies that Sadie May Flores 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.

RANK UNDER KRS 157.390: Rank III (07/01/2023)

Valid from the indicated effective date to expiration date for professional services in Kentucky schools as shown below. This document includes all certifications currently in effect for the recipient and supersedes any and all certificates previously issued.

Code	Certification	Effective Date	Expiration Date
KLB	Professional Certificate For Teaching Exceptional Children--Learning And Behavior Disorders, Grades Primary Through 12 MUST COMPLETE THREE YEARS OF TEACHING EXPERIENCE OR 6 SEMESTER HOURS OF NEW GRADUATE CREDIT BY SEPTEMBER 1 OF THE YEAR OF EXPIRATION.	07/01/2023	06/30/2028
KEL	Professional Certificate For Teaching In Elementary School, Primary Through Grade 5 MUST COMPLETE THREE YEARS OF TEACHING EXPERIENCE OR 6 SEMESTER HOURS OF NEW GRADUATE CREDIT BY SEPTEMBER 1 OF THE YEAR OF EXPIRATION.	07/01/2023	06/30/2028

It is the responsibility of the certificate holder to maintain the validity of this certificate.

**ASSOCIATE COMMISSIONER
KENTUCKY DEPARTMENT OF EDUCATION**



COMMONWEALTH OF KENTUCKY
EDUCATION PROFESSIONAL STANDARDS BOARD
FRANKFORT, KENTUCKY

CERTIFICATE FOR TEACHERS AND OTHER PROFESSIONAL SCHOOL PERSONNEL
CERTIFICATE NUMBER: [REDACTED]

This certifies that Sadie May Flores 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.

RANK UNDER KRS 157.390: Rank II (05/15/2026)

Valid from the indicated effective date to expiration date for professional services in Kentucky schools as shown below. This document includes all certifications currently in effect for the recipient and supersedes any and all certificates previously issued.

Code	Certification	Effective Date	Expiration Date
KLB	Professional Certificate For Teaching Exceptional Children--Learning And Behavior Disorders, Grades Primary Through 12 MUST COMPLETE THREE YEARS OF TEACHING EXPERIENCE OR 6 SEMESTER HOURS OF NEW GRADUATE CREDIT BY SEPTEMBER 1 OF THE YEAR OF EXPIRATION.	07/01/2023	06/30/2028
KEL	Professional Certificate For Teaching In Elementary School, Primary Through Grade 5 MUST COMPLETE THREE YEARS OF TEACHING EXPERIENCE OR 6 SEMESTER HOURS OF NEW GRADUATE CREDIT BY SEPTEMBER 1 OF THE YEAR OF EXPIRATION.	07/01/2023	06/30/2028

It is the responsibility of the certificate holder to maintain the validity of this certificate.

Mendith Brewer

ASSOCIATE COMMISSIONER
KENTUCKY DEPARTMENT OF EDUCATION

**PROFESSIONAL CODE OF ETHICS
FOR
KENTUCKY SCHOOL PERSONNEL
16 KAR 1:020**

Section 1 Certified personnel in the Commonwealth

(1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and teach;

(2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;

(3) Shall strive to uphold the responsibilities of education profession:

(A) To Students

- Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator
- Shall respect the constitutional rights of all students
- Shall take reasonable measures to protect the health, safety, and emotional well-being of students.
- Shall not use professional relationships or authority with students for personal advantage
- Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law
- Shall not knowingly make false or malicious statements about students or colleagues
- Shall refrain from subjecting students to embarrassment or discouragement
- Shall not engage in any sexually related behavior with a student with or without consent, but maintain a professional approach with students. Sexually related behavior shall include behaviors as sexual jokes, sexual remarks, sexual kidding or teasing, sexual innuendo, pressure for dates or sexual favors, inappropriate physical touching, kissing or grabbing, rape, threats of physical harm, and sexual assault.

(B) To Parents

- Shall make reasonable efforts to communicate to parents information which should be revealed in the interest of students
- Shall endeavor to understand community cultures and diverse home environments of students.
- Shall not knowingly distort or misrepresent facts concerning emotional issues
- Shall not interfere in the exercise of political or citizenship rights and responsibilities in agency
- Shall not accept gratuities, gifts or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage
- Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities

(C) To Education Profession

- Shall exemplify behaviors which maintain the dignity and integrity of the profession
- Shall accord just and equitable treatment to all the members of the profession in exercise of their professional rights and responsibilities.
- Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law
- Shall not use coercive means or give special treatment in order to influence professional decisions.
- Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications
- Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualification or those of other professionals

Certificate of Completion

IN RECOGNITION OF

Sadie Flores

Successfully Completing Paducah/Graves County's

Learning + Leading Academy

CEO II Rank Change Program
in Partnership with EXCELL Development

Matt Madding, Superintendent

Amy Turner, Certification Officer

LIMITED CONTRACT OF EMPLOYMENT

COMMONWEALTH OF KENTUCKY
COUNTY OF GRAVES COUNTY

Pursuant to KRS 161.730, this contract is made and entered into this the 1ST DAY OF JULY 2026 by and between the Graves County School District, Mayfield, Kentucky, hereinafter called the District, and SADIE FLORES, [REDACTED] 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 GRAVES 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 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 state law and the lawful rules and regulations of the State Board for Elementary and Secondary Education.
5. The teacher shall be entitled to sick leave, 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, and 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 herein 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.

GRAVES COUNTY SCHOOLS

Superintendent

Attached Workflow

Employee Signature

Form Status

Complete

Approval Status

N/A

Workflow Steps

1 Signed by SADIE FLORES on 05/15/2026 at 0:51 PM
Signature: Sadie Flores

LIMITED CONTRACT OF EMPLOYMENT

COMMONWEALTH OF KENTUCKY
COUNTY OF GRAVES COUNTY

Pursuant to KRS 161.730, this contract is made and entered into this the 1ST DAY OF JULY 2025 by and between the Graves County School District, Mayfield, Kentucky, hereinafter called the District, and SADIE FLORES, [REDACTED] 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.

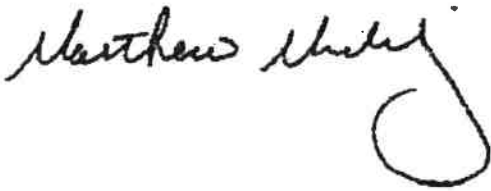
WITNESSETH: THAT SAID TEACHER HAS BEEN DULY APPOINTED BY THE SUPERINTENDENT OF THE DISTRICT IN THE PUBLIC SCHOOLS OF GRAVES COUNTY FOR ONE YEAR. THE PARTIES TO THIS CONTRACT HEREBY AGREE TO THE FOLLOWING CONDITIONS:

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

GRAVES COUNTY SCHOOLS



Superintendent

Attached Workflow

Employee Signature

Form Status

Complete

Approval Status

N/A

Workflow Steps

1 Signed by SADIE FLORES on 05/09/2025 at 1:16 PM
Signature: Sadie Flores

LIMITED CONTRACT OF EMPLOYMENT

COMMONWEALTH OF KENTUCKY
COUNTY OF GRAVES COUNTY

Pursuant to KRS 161.730, this contract is made and entered into this the 1ST DAY OF JULY 2024 by and between the Graves County School District, Mayfield, Kentucky, hereinafter called the District, and SADIE FLORES, [REDACTED] 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.

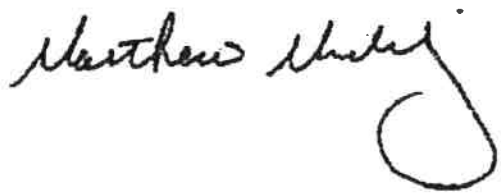
WITNESSETH: THAT SAID TEACHER HAS BEEN DULY APPOINTED BY THE SUPERINTENDENT OF THE DISTRICT IN THE PUBLIC SCHOOLS OF GRAVES COUNTY FOR ONE YEAR. THE PARTIES TO THIS CONTRACT HEREBY AGREE TO THE FOLLOWING CONDITIONS:

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 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.
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8. This contract shall remain in full force subject to all provisions herein set forth, unless and until terminated in compliance with KRS 161.170, 161.750, 161.780 and 161.790, or other applicable statutes.

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

GRAVES COUNTY SCHOOLS



Superintendent

Attached Workflow

Employee Signature

Form Status

Complete

Approval Status

N/A

Workflow Steps

1 Signed by SADIE FLORES on 07/22/2024 at 07:57 AM
Signature: Sadie Flores

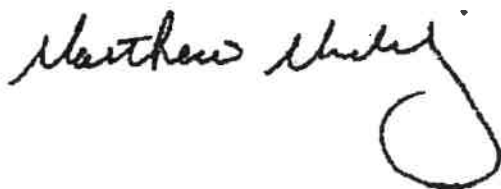
CONTRACT FOR EXTRA-SERVICE

COMMONWEALTH OF KENTUCKY
COUNTY OF GRAVES

This contract of employment is made and entered into this **1ST DAY OF JULY 2025**, by and between the Graves County Board of Education of Mayfield, Kentucky, and **SADIE FLORES**. This contract is for the **2025-2026** school year and shall terminate no later than **June 30th, 2026**.

1. The employee is assigned to the position of **HEAD VOLLEYBALL COACH - MS** with an annual salary of **\$1,250.00** and agrees to perform all duties customarily associated with this position.
2. The duties to be performed are to commence on the first day required by the individual's extra-service work calendar, and shall continue for the number of work days/hours required by the head coach in the sport/extra service position they are assigned to. Monies will be taken away for days missed.
3. The employee is required to be under the general supervision of the Principal and/or immediate supervisor(s), and agrees to follow the instructions given by the employee's supervisor(s) and other proper school authorities. The employee is required to perform his/her duties at a level acceptable to the Principal and/or supervisor(s). Inappropriate behavior of a serious nature, such as neglect of duty, conduct unbecoming an employee, insubordination, dishonesty, immorality, or the like, may result in dismissal for cause or disciplinary action. The employee will receive notification of cause and will be afforded appropriate due process.
4. In consideration of the services provided for by this contract, the employee shall be paid a stipend in accordance with an extra-service salary schedule adopted by the Graves County Board of Education.
5. The employee may terminate this contract by providing the Superintendent with written notice at least two weeks before the desired effective date. If the employee is terminated before the end of the season, pay will be prorated and the employee will not receive full compensation.

WITNESSETH THESE SIGNATURE



Superintendent

Attached Workflow

Employee Signature

Form Status

Complete

Approval Status

N/A

Workflow Steps

1 Signed by SADIE FLORES on 08/13/2025 at 2:06 PM
Signature: Sadie Flores

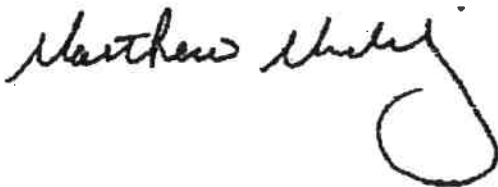
CONTRACT FOR EXTRA-SERVICE

COMMONWEALTH OF KENTUCKY
COUNTY OF GRAVES

This contract of employment is made and entered into this **1ST DAY OF JULY 2024**, by and between the Graves County Board of Education of Mayfield, Kentucky, and **SADIE FLORES**. This contract is for the **2024-2025** school year and shall terminate no later than **June 30th, 2025**.

1. The employee is assigned to the position of **VOLLEYBALL** with an annual salary of **\$1,250.00** and agrees to perform all duties customarily associated with this position.
2. The duties to be performed are to commence on the first day required by the individual's extra-service work calendar, and shall continue for the number of work days/hours required by the head coach in the sport/extra service position they are assigned to. Monies will be taken away for days missed.
3. The employee is required to be under the general supervision of the Principal and/or immediate supervisor(s), and agrees to follow the instructions given by the employee's supervisor(s) and other proper school authorities. The employee is required to perform his/her duties at a level acceptable to the Principal and/or supervisor(s). Inappropriate behavior of a serious nature, such as neglect of duty, conduct unbecoming an employee, insubordination, dishonesty, immorality, or the like, may result in dismissal for cause or disciplinary action. The employee will receive notification of cause and will be afforded appropriate due process.
4. In consideration of the services provided for by this contract, the employee shall be paid a stipend in accordance with an extra-service salary schedule adopted by the Graves County Board of Education.
5. The employee may terminate this contract by providing the Superintendent with written notice at least two weeks before the desired effective date. If the employee is terminated before the end of the season, pay will be prorated and the employee will not receive full compensation.

WITNESSETH THESE SIGNATURE



Superintendent

Attached Workflow

Employee Signature

Form Status

Complete

Approval Status

N/A

Workflow Steps

1 Signed by SADIE FLORES on 08/14/2024 at 11:23 AM
Signature: Sadie Flores



GRAVES COUNTY BOARD OF EDUCATION

PURSUING EXCELLENCE TOGETHER

2290 State Route, Mayfield, KY 42066

April 15, 2025

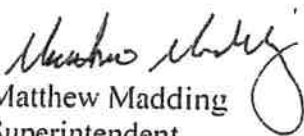
Sadie Flores
Central Elementary School
2262 State Route 121 North
Mayfield, KY 42066

Ms. Flores:

I am writing pursuant to KRS 161.750(2) to inform you that your limited contract of employment in the Graves County School District will not be renewed for the 2025-2026 school year.

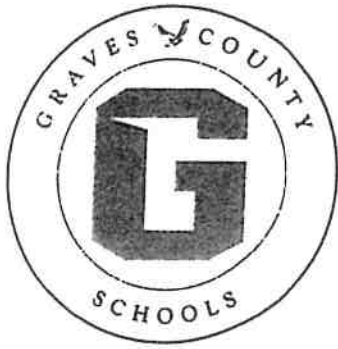
Thank you for your service to the students of our district. I wish you every success in your future professional endeavors.

Thank you.


Matthew Madding
Superintendent

Received by: 

Date: 4/16/25



GRAVES COUNTY BOARD OF EDUCATION

PURSUING EXCELLENCE TOGETHER

2290 State Route, Mayfield, KY 42066

April 21, 2025

Sadie Flores
2262 Sate Route 121 N
Mayfield, KY 42066

Ms. Flores:

I am writing pursuant to KRS 161.750 to inform you that your limited contract of employment nonrenewal notice for the 2025-2026 school year has been rescinded.

Additionally, pursuant to Graves County Board of Education Policy 03.1311, your position in Graves County Schools will be transferred to Graves County Middle School for the 2025-2026 school year.

We look forward to your continued employment with Graves County Schools for the 2025-2025 school year.

Thank you.

A handwritten signature in black ink, appearing to read 'Matthew Madding', is written over the printed name.

Matthew Madding
Superintendent



GRAVES COUNTY BOARD OF EDUCATION

PURSUING EXCELLENCE TOGETHER

2290 State Route, Mayfield, KY 42066

April 15, 2025

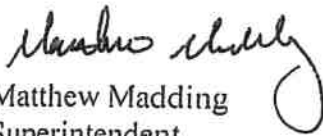
Sadie Flores
Central Elementary School
2262 State Route 121 North
Mayfield, KY 42066

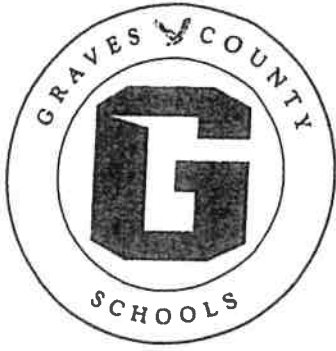
Ms. Flores:

Please allow this correspondence to serve as official notification that your salary will be reduced in the amount of your Academic Coach Level 1 stipend for the 2025-2026 school year. Kentucky law requires that you be notified ninety days prior to the beginning of the next school year.

I appreciate your service to the Graves County School System.

Thank you,


Matthew Madding
Superintendent



GRAVES COUNTY BOARD OF EDUCATION

PURSuing EXCELLENCE TOGETHER

2290 State Route, Mayfield, KY 42066

April 15, 2025

Sadie Flores
2262 State Route 121 North
Mayfield, KY 42066

Sadie Flores:

Please allow this correspondence to serve as official notification that your salary will be reduced in the amount of your LETRS Training stipend for the 2025-2026 school year. Kentucky law requires that you be notified ninety days prior to the beginning of the next school year.

I appreciate your service to the Graves County School System.

Thank you,

A handwritten signature in black ink, appearing to read 'Matthew Madding', with a large, stylized loop at the end.

Matthew Madding
Superintendent

CERTIFIED UPCOMING SCHOOL YEAR INTENT (26-27)

Full Name with Middle	SADIE MAY FLORES
Primary Location	GRAVES COUNTY MIDDLE SCHOOL
Job Title	Special Education Teacher
Would you like to continue to work for Graves County Schools for the 2026-2027 school year?	Yes
If you marked "No" to the previous question, please explain why you do not plan to work next school year.	
Would you like to change to a different job or location in Graves County Schools?	No
If you marked "Yes" to the previous question, please explain what kind of job and/or location.	
Do you plan to change Rank in the 2026-2027 year?	No
Are you interested in pursuing leadership opportunities within the district?	Yes

Attached Workflow	Employee Signature
Form Status	Complete
Approval Status	N/A
Submitted By	SADIE FLORES
Submitted Date	02/09/2026 at 02:47 PM
Workflow Steps	1 Signed by SADIE FLORES on 02/09/2026 at 2:48 PM Signature: Sadie Flores

CERTIFIED UPCOMING SCHOOL YEAR INTENT (25-26)

Full Name with MiddleSADIE MAY FLORES

Primary LocationCENTRAL ELEMENTARY SCHOOL

Job Title1st grade teacher

Would you like to continue to work for Graves County Schools for the 2025-2026 school year?

Yes

If you marked "No" to the previous question, please explain why you do not plan to work next school year.

Would you like to change to a different job or location in Graves County Schools?

No

If you marked "Yes" to the previous question, please explain what kind of job and/or location.

Do you plan to change Rank in the 2025-2026 year?

Yes

Attached WorkflowEmployee Signature

Form StatusComplete

Approval StatusN/A

Submitted BySADIE FLORES

Submitted Date01/24/2025 at 02:34 PM

Workflow Steps

1Signed by SADIE FLORES on 01/24/2025 at 2:35 PM

Signature: Sadie Flores

CERTIFIED TIME LOST

Full Name SADIE FLORES

I am interested in purchasing my time lost.

☐ Yes

☒ No

Attached Workflow	Employee Signature + Payroll Approval
Form Status	Complete
Approval Status	Approved
Submitted By	SADIE FLORES
Submitted Date	04/27/2026 at 09:55 AM
Workflow Steps	1 Signed by SADIE FLORES on 04/27/2026 at 09:55 AM Signature: Sadie Flores 2 Approved by HEATHER WOODWARD on 04/27/2026 at 0:29 PM

JOB DESCRIPTION - ELEMENTARY TEACHER

PERFORMANCE STANDARDS:

All teachers are employed for the purpose of teaching children. The Board of Education requires the teachers accept the children where they are and advance them in their educational life for the time that they have them.

The school day shall be fifteen minutes before the official opening of school and fifteen minutes after the closing of school, with the exception of those teachers assigned to early and late bus duty unless otherwise determined by the Principal.

It shall be the duty of all teachers to keep accurate records of lesson plans, student grades, reports to parents, attendance, inventories and other such reports deemed necessary by the building principal.

Maintains at all time an orderly learning atmosphere and keeps the Principal fully informed of the general education program's activities and problems.

Employs a variety of instructional techniques with the priority of teaching basic academic skills.

Utilizes a variety of instructional materials and available multimedia and computer technology to enhance learning.

Manages allotted learning time to maximize student achievement.

Teaches the adopted county and school curriculum as established by the State Department of Education, the Board of Education, and the school's SBDM Council.

Develops lesson plans, instructional materials, appropriate tasks, and provides individualized and small group instruction in order to adapt the curriculum to the individual needs of each pupil.

Takes an active part in the professional development of the school and the district and completes the required amount of Professional Development hours.

Assists in the selection of books, software, equipment, and other instructional materials, and keeps abreast of new trends and research in education reform.

Works cooperatively with the administration, other teachers, support personnel, and the SBDM Council in planning instructional goals, objectives, methods, and evaluation.

Assists special education teachers, Title I teachers, gifted education teachers, and other teachers/coordinators in the identification process of students for placement in the various supplemental educational programs.

Strives constantly to determine if factors that contribute to low academic performance are present, and makes any necessary referrals for specialized help or services to various agencies.

Counsels and evaluates students by providing guidance to pupils which will promote their welfare, self-esteem, and educational development.

Evaluates student progress on a regular basis and maintains appropriate assessment and evaluation documentation for district, school, and individual reporting purposes.

Administers group standardized tests in accordance with the district's testing program.

Utilizes teaching strategies which incorporate activities that will enhance performance events and open-response assessments.

Continually communicates with students on instructional expectations and keeps them informed of their

progress in meeting those expectations.

Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school's program.

Makes provisions for being available to students and parents for education-related purposes including, under reasonable terms, time outside the instructional day.

Assists the administration in implementing all policies and rules governing student life (Code of Acceptable Behavior & Discipline), develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner.

Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Maintains proper inventories of non-expendable school supplies, materials, and equipment assigned to the classroom.

Shares duties of the school as assigned by the Principal, and supervise pupils in out-of-classroom activities during the assigned working day.

Participates in school-based decision making, including electing teacher Council representatives, serving on the Council, and/or providing input and feedback on all matters relating to the operation of the school in his/her building.

Supports or participates in school-wide student activities and social events and approved fund-raising activities is applicable.

Attends all regular and special called faculty meetings, unless excused by the Principal, and serves on staff committees as required.

Ensure that student records and information are kept confidential.

Refrain from making any public comment about any student that might be considered critical or derogatory.

Always maintain the highest professional standards in personal conduct.

Adheres to policies/procedures in the Employee Handbook.

Performs related duties and assumes other responsibilities as may be assigned by the Principal or Superintendent.

Adheres to the Professional Code of Ethics.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

PHYSICAL DEMANDS:

Standing/Walking: Repetitive (2/3 or more of work day)

Sitting: Frequent (1/3 to 2/3 of work day)

Handle/Finger/Feel: Frequent (1/3 to 2/3 of work day)

Reach/Push/Pull: Frequent (1/3 to 2/3 of work day)

Bend/Stoop/Crouch: Frequent (1/3 to 2/3 of work day)

Kneel/Crawl: Frequent (1/3 to 2/3 of work day)

Climb/Balance: Seldom/Rare

Lift/Carry-

Up to 10 lbs.: Frequent (1/3 to 2/3 of work day)

Up to 20 lbs.: Frequent (1/3 to 2/3 of work day)

Up to 50 lbs.: Seldom/Rare
Up to 100 lbs.: Seldom/Rare
Over 100 lbs.: Seldom/Rare

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. These statements are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

I have read and understand the terms set forth in this job description.

Attached Workflow	Job Description
Form Status	Complete
Approval Status	Approved
Submitted By	SADIE FLORES
Submitted Date	06/20/2024 at 10:01 AM
Workflow Steps	1 Signed by SADIE FLORES on 06/20/2024 at 10:02 AM Signature: Sadie Flores 2 Approved by AMY TURNER on 06/20/2024 at 10:55 AM

Letter of Commitment

Congratulations on accepting your new position with the Graves County School District! We are excited about this opportunity and want to extend this Letter of Commitment to you for the upcoming 2024-2025 school year. This is an official letter from the district stating that we are committed to your employment for the position you have accepted beginning on July 1, 2024.

Welcome to our Family,

Amy Turner
Director of Personnel & HR
Graves County Schools

Workflow

Attached Workflow	Job Description
Form Status	Complete
Approval Status	Approved
Submitted Date	06/20/2024 at 10:01 AM
Submitted By	SADIE FLORES

Workflow Steps

	1	Signed by SADIE FLORES on 06/20/2024 at 10:01 AM Signature: Sadie Flores
	2	Approved by AMY TURNER on 06/20/2024 at 10:55 AM

SADIE FLORES

Completed: 6/20/2024 10:55:31 AM

Sadie Flores
Central Elementary School Teacher (2032)



PERSONAL INFORMATION

General Information

How did you learn **District Web Site**
about this position?

Contact Information

First Name	Sadie	Middle Name	
Last Name	Flores	Preferred Name	Sadie
Email		Have you worked here before?	No
Primary Phone		Alternate Phone	

Present Address

Street		City	
State		Zip Code/Postal Code	

Permanent Address

(If different from Present Address)

Street		City	
State		Zip Code/Postal Code	
Telephone			

Work Authorization

Are you legally able **Yes**
to work in the U.S.?

BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been **No**
convicted of a
violation of law other
than a minor traffic
violation?

If yes, please explain

Have you ever had a **No**
professional
certificate revoked or
suspended?

If yes, please explain

Have you been **No**
convicted of any
offense for physical
or sexual abuse of a
child?

Job Title: Central Elementary School
Teacher

Candidate: Sadie Flores

If yes, please explain

Have you ever had a **No**
charge of child abuse
against you
substantiated?

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from the
employment of another school district?

No

If yes, please give the name of the district, the date and the reason for the resignation or termination

Have you ever had a **No**
professional license
revoked or
suspended?

If yes, please explain

EDUCATION

Undergraduate Institution #1

Most recent first

Type of School	Community College	Name of School	Other: West Kentucky Community and Technical College
City	Paducah	State	Kentucky
Attended From (mm/yyyy)	08/2020	Attended To (mm/yyyy)	05/2021
Graduation Date (mm/yyyy)	05/2021	Degree	Associates Degree
GPA			

Undergraduate Institution #2

Type of School	College/University	Name of School	Murray State University
City	Murray	State	Kentucky
Attended From (mm/yyyy)	08/2022	Attended To (mm/yyyy)	05/2023
Graduation Date (mm/yyyy)	05/2023	Degree	Bachelor of Science
GPA			

Graduate Institution #1

Name of School	City/State
From (mm/yyyy)	To (mm/yyyy)
Graduation Date (mm/yyyy)	GPA
Semester Hours Credit	Degree

Major/Course of Study

Undergraduate	Elementary Education/ Learning and Behavior Disorders	Master's
Doctorate		

Student Teaching #1

Name of School	Calloway County High School	Subject	LBD
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Job Title: Central Elementary School
Teacher

Candidate: Sadie Flores

Grade **9-12**
Year **2023**

Semester **Spring**
Cooperating Teacher Name **Rebecca Lewis**

Cooperating Teacher
Phone Number **[REDACTED]**

Student Teaching #2

Name of School **Morgan Elementary**
Grade **3**
Year **2023**

Subject **all**
Semester **Spring**
Cooperating Teacher Name **[REDACTED]**

Cooperating Teacher
Phone Number **[REDACTED]**

CERTIFICATION

Certification Information/Professional Certificate #1

Certification Area	K-5 Elementary	Certification Area Type	Licensed
Grade Level		Expiration Date	6/30/2028

Certification Information/Professional Certificate #2

Certification Area	K-12 Learning and Behavior Disorders	Certification Area Type	Licensed
Grade Level		Expiration Date	6/30/2028

Certification Information/Professional Certificate #3

Certification Area		Certification Area Type	
Grade Level		Expiration Date	

Out of State Certification Information

Certification Area
Details
Certification State

REFERENCES

Terita Crouch

Title	Teacher	Relationship	Co-worker
Address	2200 S 28th Street	City	Paducah
State	Kentucky	Zip	42003
Email	terita.crouch@paducah.kyschools.us	Phone	[REDACTED]
From	08/2023	To	present
Reference Letter	<u>SF Recommendation.docx</u>		

Kara Dowdy

Title	High School English Teacher	Relationship	Other - Former teacher
Address	700 Douthitt St	City	Mayfield
State	Kentucky	Zip	42066
Email	kara.dowdy@mayfield.kyschools.us	Phone	[REDACTED]
From	08/2016	To	present

Job Title: Central Elementary School
Teacher

Candidate: Sadie Flores

Lorena Godinez

Title	High School Spanish Teacher	Relationship	Other - Former teacher/family friend
Address	700 Douthitt St	City	Mayfield
State	Kentucky	Zip	42066
Email	lorena.godinez@mayfield.kyschools.us	Phone	
From	08/2016	To	present

Almee Gruber

Title	MSU Paducah Education Coordinator	Relationship	Other - Former advisor
Address	4430 Sunset Avenue	City	Paducah
State	Kentucky	Zip	42001
Email	aherzoggruber@murraystate.edu	Phone	
From	05/2020	To	present
Reference Letter	<u>Flores Sadie-letter of recommendation.pdf</u>		

EMPLOYMENT HISTORY

Present Position

If you are currently unemployed, please type "NA" in all required fields.

Present Title	4th grade teacher	Name of Employer	Morgan Elementary
Employer's Address	2200 S 28th Street	Employer's City	Paducah
Employer's State	Kentucky	Employer's Zip Code/Postal Code	42003
Start Date	08/09/2023	Supervisor Name	Tami Snyder
Supervisor Phone Number	2704445760	Supervisor Email	tami.snyder@paducah.kyschools.us
Duties and Responsibilities	Taught 4th grade reading, writing, language, and social studies.		
May we Contact this Employer	Yes		

Work Experience #1

Employer	Paducah Public Schools	Employed from (mm/yyyy)	04/2022
Employed to (mm/yyyy)	12/2022	Title	Substitute Teacher
Reason For Leaving	Student Teaching		
Address	3401 Buckner Ln. Paducah, KY 42001		
Supervisor Name	Nick Dietrich	Phone Number	2704445730
Duties and Responsibilities			

Work Experience #2

Employer	Paducah Headstart	Employed from (mm/yyyy)	09/2021
Employed to (mm/yyyy)	04/2022	Title	Instructional Assistant
Reason For Leaving	substitute teaching		
Address	1350 S 6th Street		

Job Title: Central Elementary School
Teacher

Candidate: Sadie Flores

Paducah, KY 42003

Supervisor Name

Kristy Lewis

Phone Number

Duties and
Responsibilities

Experience Summary.

Years of teaching **1**
experience

Years of student
teaching experience

Years of
administrative
experience

Teach For America

Teach for America **No**
Member

Region

Year

ATTACHMENTS

Attachments

CERTIFIED NARRATIVE

Certified Narrative

Describe the skills or attributes you believe are necessary to be an outstanding certified employee.

Certified employees must build positive relationships/partnerships with all students, families and colleagues.

It is necessary for them to be good listeners, communicator and to be flexible.

They need a sense of school pride and support the students in and out of the classroom.

They need to be aware that learning styles, backgrounds and economics of students are all different and ever-changing. They should be aware of the services available for all children.

They need to be culturally responsive, social emotional language and trauma informed.

How would you address a wide range of skills and abilities?

Plan for everything! In today's schools there are so many different needs and each child deserves to receive an education based on their own skill set and abilities.

Differentiation is mandatory to assure all students are learning the standards. Teachers must ALWAYS be learning - through professional development, seminars, school visits, continuing education programs, webinars, and other outlets for new information.

What personal characteristics define an excellent administrator?

Communication is key! Admin should work extremely hard to ensure employees feel valued, heard and safe. Admin should support and advocate for staff. Admin should have in place mentors and other support systems for new employees.

DISCLAIMERS AND AFFIRMATION

District Policy

The Graves County Board of Education is an Equal Opportunity Employer. The School District does not discriminate on the basis of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions. Reasonable accommodation for individuals with disabilities or limitations related to pregnancy, childbirth, or related medical conditions will be provided as required by law. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964

(Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Superintendent or Human Resources.

Application Confirmation Statement

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards.

I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference.

I understand that I will be required to complete a physical exam and may be asked to complete a drug test prior to assuming any position for which I may be employed.

FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND HAVE A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE EMPLOYEE IS CLEAR TO HIRE BASED ON NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES AS A CONDITION OF EMPLOYMENT.

In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms **Affirm**
above

Initials **SF**

Affirmation Date **04/22/2024**

Sadie Flores



EDUCATION

Murray State University; Murray, KY- Bachelor of Science; May 2023

Learning & Behavior Disorders K-12; Elementary Education K-5 Emphasis

- o Cumulative GPA: [REDACTED] Major GPA: [REDACTED] Prof. Ed: [REDACTED]
- o Dean's List: 2 semesters

West Kentucky Community and Technical College; Paducah, KY- Associate of Arts; May

2021 Cumulative GPA: [REDACTED]

- o Dean's List: 1 semester

Brescia University; Owensboro, KY – August 2019-May 2020; general studies

- o GPA: [REDACTED]

CERTIFICATION

Kentucky Professional Certificate; Learning Behavior Disorders, K-12; May 2023

Kentucky Professional Certificate: Elementary Education, K-5; May 2023

CLASSROOM EXPERIENCE

Morgan Elementary - Paducah, KY

- o Teacher, 4th grade Reading, Writing, Social Studies; August 2023-present

Paducah Head Start Preschool- Paducah, KY

- o Instructional Assistant, September 2021- April 2022

Clark Elementary- Paducah, KY

- o Substitute Teacher and Assistant April 2022- December 2022

OTHER EXPERIENCE

STEM camp; Summer 2022 and 2023- Clark Elementary, Paducah, KY

First Kentucky Bank; July 2020- September 2021- Mayfield, KY

Camp Invention volunteer; Summer 2020

KEY SKILLS

- o Proficient use in Microsoft Word, Excel, & PowerPoint, and Google Classroom
- o Strong classroom management & maintaining a positive classroom environment.

ACTIVITIES

Basketball Coach, Morgan Elementary 2023-present
ESS/Tutoring after school 2023-current
Brescia University Volleyball; 2019 (Collegiate level: NAIA)
Camp Invention volunteer; Summer 2020

References

Kara Dowdy

Teacher, Mayfield High School

700 Douthitt Street, Mayfield, KY 42066

kara.dowdy@mayfield.kyschools.us

Dr. Aimee Gruber

MSU Paducah Education Coordinator

4430 Sunset Avenue, Paducah, KY 42001

aherzoggruber@murraystate.edu

Rita Crouch

Teacher/Colleague, Morgan Elementary School

2200 S. 28th Paducah, KY 42003

terita.crouch@paducah.kyschools.us

[REDACTED]

Lorena Godinez Herrera

Teacher, Mayfield High School

700 Douthitt Street, Mayfield, KY 42066

lorena.godinez@mayfield.kyschools.us

[REDACTED]

Cover Letter

No result available.