

[Marion County Board of Education Regular Meeting]
[June 11, 2015] [6:00 p.m.]
[Administration Building, 755 East Main Street, Lebanon, KY 40033]

Attendance Taken at 5:51 PM:

Present Board Members:

Mr. Kaelin Reed
Mr. Robert Cecil
Rev. DeLane Pinkston
Mr. Jerry Evans
Mr. Michael Cecil

I. Call to Order

II. Pledge of Allegiance/Moment of Silence

Discussion:

The pledge was led by Student Ambassadors Katie Elmore and Anne-Kaitlyn Gribbins.

III. Amend Agenda (Attachment #1)

Motion Passed: Approval to amend the agenda as shown in attachment #1 passed with a motion by Rev. DeLane Pinkston and a second by Mr. Jerry Evans.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

IV. Communications

IV.A. Superintendent Report (Attachment #2)

IV.B. CES The Leader In Me Grant Award

Discussion:

CES Principal Sara Brady and staff were recognized for receiving the Leader in Me Grant Award and presented a school banner.

IV.C. TELL Survey Results

Discussion:

A district overview of the TELL Ky 2015 survey results was presented as one source of data that is available every two years for staff. The purpose of this survey is to help with the retaining of teachers and student achievement.

IV.D. Summer Feeding Report

Discussion:

Food Service Director Troy Benningfield reported that 32 sites are currently serving student meals this summer, including two sites that are out of county. The district expects to serve over 13,000 meals this summer. Marion County's Summer Feeding Program will be featured at the Kentucky School Nutrition Association Conference this year.

IV.E. Student Drug Testing Report

Discussion:

Pupil Personnel Director Tim Lyons gave a power point presentation regarding the data for student drug testing for 2014-15. Eight separate tests were conducted throughout the school year, identifying three students who tested positive, with a total cost to the district of \$2,030.

IV.F. Finance Report

V. Student Learning Services

V.A. Present 2015 Policy Update #38 and Procedure Update #19 for First Reading

Discussion:

2015 Policy Update #38 and Procedure Update #19 were presented for a first reading.

V.B. Consider Approval of Update for Electronic Field Trip Procedure Forms

Rationale:

03.125 AP.21 School Professional Leave

09.36 AP.21 School-Related Student Trip Request Form

09.36 AP.212 School Bus Request Form

Motion Passed: Approval of updates for electronic procedure forms 03.125 AP.21 School Professional Leave, 09.36 AP.21 School-Related Student Trip Request Form, and 09.36 AP.212 School Bus Request Form passed with a motion by Mr. Michael Cecil and a second by Mr. Robert Cecil.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

V.C. Consider Approval of Update for Procedure Form 09.33 AP.21 Fund-Raising Activities Request

Motion Passed: Approval of procedure update of 09.33 AP.21 Fund-Raising Activities Request Form passed with a motion by Rev. DeLane Pinkston and a second by Mr. Jerry Evans.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

V.D. Present First Reading for Policy #05.23 Energy Management

Discussion:

Policy #05.23 Energy Management was presented for a first reading.

V.E. Consider Approval of Job Description Revision (Attachment #3)

Motion Passed: Approval of the job description revision for Central Office Receptionist passed with a motion by Mr. Jerry Evans and a second by Mr. Kaelin Reed.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

V.F. Staff Drug Testing Committee Recommendation

Motion Withdrawn: Approval of recommendation by the Staff Drug Testing Committee was withdrawn by Mr. Robert Cecil.

Motion Passed: Acceptance of the recommendation by the Staff Drug Testing Committee passed with a motion by Mr. Jerry Evans and a second by Mr. Robert Cecil.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VI. Student Support Services

VI.A. Consider Approval of Leader.org Conditional Grant

Motion Passed: Approval of the Leader.org Conditional Grant for Calvary Elementary School for \$3,325 per year for five years passed with a motion by Rev. DeLane Pinkston and a second by Mr. Kaelin Reed.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VI.B. Consider Approval of Modification of Superintendent's Contract

Motion Passed: Approval of the modification of the Superintendent's Contract removing item #10 Residency Requirements passed with a motion by Mr. Robert Cecil and a second by Mr. Michael Cecil.

Mr. Kaelin Reed	No
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	No
Mr. Michael Cecil	Yes

VI.C. Consider Approval of Toshiba Copier Lease

Rationale:

Option 1: 16 copiers/\$3,662.97 per month/\$43,955.64 annually

Option 2: 16 copiers plus 1 small black & white copier for bus garage/\$3,729 per month/\$44,748 annually

Option 3: 16 copiers plus 1 small black & white copier for bus garage and an additional regular size black & white copier for upstairs at the high school/\$3,920 per month/\$47,040 annually

Motion Passed: Approval of a three year copier lease with Toshiba, option #3, for 18 copiers at an annual cost of \$47,040 passed with a motion by Mr. Michael Cecil and a second by Mr. Robert Cecil.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VI.D. Consider Approval of Matched Funding for the FY2016 Community Based Work Transition Program

Motion Passed: Approval of the FY2016 Community Based Work Transition Program matched funding for \$8,000 passed with a motion by Rev. DeLane Pinkston and a second by Mr. Jerry Evans.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VI.E. Consider Renewal for FY2016 Curneal & Hignite Insurance for Property, Workers Compensation, & General Liability

Motion Passed: Renewal for the FY2016 Curneal & Hignite Insurance for property insurance, workers compensation, & general liability coverage at a cost of \$308,057.32 passed with a motion by Mr. Jerry Evans and a second by Mr. Robert Cecil.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VI.F. Consider Approval of FY2016 Salary Schedules (Attachment #4)

Motion Passed: Approval of the FY2016 Salary Schedules Option C as shown in attachment #4, passed with a motion by Mr. Robert Cecil and a second by Mr. Kaelin Reed.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VI.G. Consider Approval of Carry Forward of Remaining SBDM Funds

Motion Passed: Approval of the carry forward of the remaining SBDM funds as of June 30, 2015, to be expended in FY2016 passed with a motion by Rev. DeLane Pinkston and a second by Mr. Jerry Evans.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VI.H. Consider Approval of Additional School Psychologist

Motion Passed: Approval of an additional school psychologist passed with a motion by Rev. DeLane Pinkston and a second by Mr. Robert Cecil.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VI.I. Consider Approval of Establishing Positions

Motion Passed: Approval of the positions for the Director of Early Childhood, Chief Operations Officer, School Nutrition Program Director, and Chief Academic Officer passed with a motion by Mr. Robert Cecil and a second by Rev. DeLane Pinkston.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VI.J. Consider Approval of Job Descriptions (Attachment #5)

Motion Passed: Approval of all the job descriptions as shown in attachment #5 passed with a motion by Mr. Kaelin Reed and a second by Mr. Jerry Evans.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VI.K. Consider Approval of FY2016 Simplex Grinnell Agreement

Motion Passed: Approval of FY2016 Simplex Grinnell Fire Systems Inspection & Service Agreement for \$23,305.73 passed with a motion by Mr. Kaelin Reed and a second by Mr. Jerry Evans.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VI.L. Consider Approval of Pay Application #1 for GESC Project

Motion Passed: Approval of the Pay Application #1 for the Guaranteed Energy Savings Contract project for work completed through May 31, 2015, for \$548,847.35 passed with a motion by Mr. Michael Cecil and a second by Mr. Robert Cecil.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VI.M. Consider Approval of GESC Change Order #1

Motion Passed: Approval of the GESC change Order #1, less \$15,611.04, passed with a motion by Mr. Kaelin Reed and a second by Mr. Jerry Evans.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VI.N. Consider Approval of Direct Payment to Tecta America for LMS Roof Replacement

Motion Passed: Approval of the direct payment to Tecta America for the LMS roof replacement in the amount of \$37,083.60 passed with a motion by Rev. DeLane Pinkston and a second by Mr. Robert Cecil.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VI.O. Approval of Field Trips

Rationale:

MCHS Volleyball Team Camp/David Hibbard/University of Cincinnati/July 10-12, 2015

MCHS Bluegrass State Games/David Hibbard/Lexington, KY/July 31-Aug 2, 2015

Motion Passed: Approval of the field trips as listed in the Rationale Section passed with a motion by Mr. Jerry Evans and a second by Mr. Robert Cecil.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VII. Student Learning & Support Consent Items

Motion Passed: Approval of all the Consent Agenda Items VII A-O passed with a motion by Mr. Michael Cecil and a second by Rev. DeLane Pinkston.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

VII.A. Approval of Minutes

Rationale:

Regular Meeting-May 14, 2015

Special Called Meeting/District Finance Corporation-May 14, 2015

Special Called Meeting-May 28, 2015

VII.B. Approval of Disbursements for Payroll, Direct Deposits, and Accounts Payable

Rationale:

Payroll: 303022-303050

Direct Deposit: 186396-186857

Accounts Payable: 68647-68852

VII.C. Approval of Superintendent's Travel Reimbursement

Rationale:

May 2015 Travel Reimbursement for \$88.15

VII.D. Approval of 2015-16 GES Read to Achieve Assurance Statement

VII.E. Approval of FY2016 Memorandum of Agreement Between MCBOE & Central Kentucky Head Start

VII.F. Approval of 2015-16 Midway College Student Teacher Agreement

VII.G. Approval of 2015-16 Parochial Transportation Contract
VII.H. Approval of FY2016 Migrant Education Grant Application
VII.I. Appoint Board Treasurer for FY2016

Rationale:

Lisa Caldwell

VII.J. Approval of FY2016 Fidelity/Performance Bond with Energy Insurance
VII.K. Approval of 2015 District Facilities Plan Public Hearing Comments,
Pending KDE Review
VII.L. Driver Approval Agreements

Rationale:

Matt Deacon, James Followell, Debbie Lanham, Thomas Lyons, Elma Simpson, Leanna Stewart, Tara Tatum, and Carol Thompson

VII.M. Approval of Board Members Attendance for 2015 KSBA Summer Leadership Institute

Rationale:

Michael Cecil

DeLane Pinkston

VII.N. Approval of 8 Additional Days for Elma Simpson for 2014-15
VII.O. Approval of 2 Additional Days for Leanna Stewart for 2014-15

VIII. Acknowledgement of Personnel Actions (Attachment #6)

IX. Adjournment

Motion Passed: Adjournment of the meeting at 8:01 p.m. passed with a motion by Rev. DeLane Pinkston and a second by Mr. Robert Cecil.

Mr. Kaelin Reed	Yes
Mr. Robert Cecil	Yes
Rev. DeLane Pinkston	Yes
Mr. Jerry Evans	Yes
Mr. Michael Cecil	Yes

Chairperson

Superintendent

Board of Education - Regular Meeting
 June 11, 2015 6:00 PM
 Administration Building
 755 East Main Street
 Lebanon, Kentucky 40033

I. Call to Order

II. Pledge of Allegiance/Moment of Silence

III. Amend Agenda

IV. Communications

- A. Superintendent Report (Attachment #1)**
- B. CES The Leader In Me Grant Award**
- C. TELL Survey Results**
- D. Summer Feeding Report**
- E. Student Drug Testing Report**
- F. Finance Report**

Tammy Newcome
 Tammy Newcome
 Troy Benningfield
 Tim Lyons
 Lisa Caldwell

V. Student Learning Services

- A. Present 2015 Policy Update #38 and Procedure Update #19 for First Reading**
- B. Consider Approval of Update for Electronic Field Trip Procedure Forms**
- C. Consider Approval of Update for Procedure Form 09.33AP.21 Fund-Raising Activities Request**
- D. Present First Reading for Policy #05.23 Energy Management**
- E. Consider Approval of Job Description Revisions (Attachment #)**
- F. Staff Drug Testing Committee Recommendation**

Tim Lyons

VI. Student Support Services

- A. Consider Approval of Leader.org Conditional Grant***
- B. Consider Approval of Modification of Superintendent's Contract***
- C. Consider Approval of Toshiba Copier Lease***
- D. Consider Approval of Matched Funding for the FY2016 Community Based Work Transition Program**
- E. Consider Renewal for FY2016 Curneal & Hignite Insurance for Property, Workers Compensation, & General Liability**
- F. Consider Approval of FY2016 Salary Schedules (Attachment #)**
- G. Consider Approval of Carry Forward of Remaining SBDM Funds**
- H. Consider Approval of Additional School Psychologist**
- I. Consider Approval of Establishing Positions**
- J. Consider Approval of Job Descriptions (Attachment #)**
- K. Consider Approval of FY2016 Simplex Grinnell Agreement**
- L. Consider Approval of Pay Application #1 for GESC Project**
- M. Consider Approval of GESC Change Order #1**
- N. Consider Approval of Direct Payment to Tecta America for LMS Roof Replacement**
- O. Approval of Field Trips**

VII. Student Learning & Support Consent Items

- A. Approval of Minutes**
- B. Approval of Disbursements for Payroll, Direct Deposits, and Accounts Payable**
- C. Approval of Superintendent's Travel Reimbursement**
- D. Approval of 2015-16 GES Read to Achieve Assurance Statement**
- E. Approval of FY2016 Memorandum of Agreement Between MCBOE & Central Kentucky Head Start**
- F. Approval of 2015-16 Midway College Student Teacher Agreement**
- G. Approval of 2015-16 Parochial Transportation Contract**
- H. Approval of FY2016 Migrant Education Grant Application**
- I. Appoint Board Treasurer for FY2016**

J. Approval of FY2016 Fidelity/Performance Bond with Energy Insurance

K. Approval of 2015 District Facilities Plan Public Hearing Comments, Pending KDE Review

L. Driver Approval Agreements

M. Approval of Board Members Attendance for 2015 KSBA Summer Leadership Institute

N. Approval of 8 Additional Days for Elma Simpson for 2014-15

O. Approval of 2 Additional Days for Leanna Stewart for 2014-15

VIII. Acknowledgement of Personnel Actions (Attachment #)

IX. Adjournment

Marion County Public Schools

Where We.....



Superintendent Report

June 11, 2015

ALL Students Graduate College & Career Ready

Students are MATH & READING Level

NO Novice

Leadership

Teaching and Learning

- KY Culture Responsive Team Membership by Troy Benningfield and Superintendent
- Summer Dream Academy
- MC Preschool Teachers Recognized at CKEC
- Optional Professional Development Throughout the Month of June

High Expectations

- ATC Student Showcase, Student Projects
- Student Ambassadors visited WKU Spirit Masters
- MCPS Selected to Present at State Food Service Conference—Highlighting our Summer Feeding Program
- Calvary Elementary Selected for a 5 year Grant for "Leader in Me"
- Pre-School Preparation for New Classrooms
- College Craze Visit -
 - Manufacturing Tours, ATC Classes
- REDBOOK Training (Board Members, ALL Principals, District Staff, ALL Bookkeepers)
- SBDM Training for NEW & Experienced Members
- BIG DREAMS
 - READY-SET-GROW—
 - PRE-SCHOOL FOR ALL—
 - STUDENT LEADERSHIP—

- GRADUATE ALL COLLEGE & CAREER READY—
- MARKET-CONNECT-COMMUNICATE –
- 1-2-1 TECHNOLOGY-

Communication

- GES Principal Selection Timeline
- Surplus Auction-July 16th Behind GES
- Construction Projects—District Wide
- Guaranteed Energy Savings Project
- Roof Replacement at LMS
- Calendar - 7 Weeks, 2015-2016 School Year
- School Open House/Registration - See School Websites

MARION COUNTY JOB DESCRIPTION

Position Title: Receptionist Department: Central Office Reports To: Superintendent/Finance Director Approved By: Marion County Board of Education	Date: June 2015
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SUMMARY: Responsible for the operation of the reception area, supplies general information to the public regarding the school district, screens all visitors and refers them to proper departments and reports malfunctioning of equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Answers incoming telephone calls and directs caller to the appropriate personnel.
- Assists the public by supplying general information regarding the school district.
- Checks in visitors with valid purpose, refers them to proper department, and informs the supervisor of any suspicious person or activity.
- Maintains an updated list of telephone numbers of employees housed at the Central Office.
- Maintains records and assists with mailings, copying, and other activities, as assigned.
- Prepares weekly mailings from newspaper articles involving MCPS students.
- Accepts and sorts U.S. mail daily, and delivers first class mail to the Administrative Assistant to the Superintendent.
- Receives all incoming checks/cash and records such receipt before delivering the checks to the Administrative Assistant to the Superintendent for deposit.
- Processes all educational verifications.
- Processes all paperwork for the billing and transfer of transportation costs obtained from Bus Request Forms.
- Processes all MUNIS entries as assigned by the Finance Director.
- Performs clerical duties, as assigned.
- Performs other duties as assigned by the Superintendent/Finance Director.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) with at least two (2) years of experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

MATHEMATICAL SKILLS: Ability to calculate figures and amount such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Knowledge of bookkeeping practices and ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as files or computer reports. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

2015-2016 Certified Salary Schedule
Marion County, Kentucky
(187 Days)

Attachment #4
Option C

Years of Experience	RANK I (Master's Deg plus 30 hrs)	RANK II (Master's Degree)	RANK III (Bachelor's Degree)	RANK IV (96 hours- 128 hours)	RANK V (64 hours- 95 hours)
0	\$45,509	\$41,209	\$36,890	\$29,748	\$27,539
1	\$45,602	\$41,302	\$36,982	\$29,748	\$27,539
2	\$45,692	\$41,394	\$37,084	\$29,748	\$27,539
3	\$45,785	\$41,496	\$37,179	\$29,748	\$27,539
4	\$49,880	\$45,509	\$41,209	\$29,748	\$27,539
5	\$49,982	\$45,602	\$41,302	\$29,748	\$27,539
6	\$50,082	\$45,692	\$41,394	\$29,748	\$27,539
7	\$50,170	\$45,785	\$41,490	\$29,748	\$27,539
8	\$50,264	\$45,877	\$41,587	\$29,748	\$27,539
9	\$50,359	\$45,980	\$41,683	\$29,748	\$27,539
10	\$55,588	\$51,141	\$46,689	\$29,748	\$27,539
11	\$55,683	\$51,235	\$46,782	\$29,748	\$27,539
12	\$55,775	\$51,328	\$46,869	\$29,748	\$27,539
13	\$55,869	\$51,420	\$46,970	\$29,748	\$27,539
14	\$55,963	\$51,525	\$47,066	\$29,748	\$27,539
15	\$57,343	\$52,894	\$48,429	\$29,748	\$27,539
16	\$57,438	\$52,985	\$48,533	\$29,748	\$27,539
17	\$57,530	\$53,091	\$48,627	\$29,748	\$27,539
18	\$57,632	\$53,188	\$48,720	\$29,748	\$27,539
19	\$57,732	\$53,283	\$48,816	\$29,748	\$27,539
20	\$58,734	\$54,290	\$49,821	\$29,748	\$27,539
21	\$59,293	\$54,796	\$50,291	\$29,748	\$27,539
22	\$59,852	\$55,313	\$50,756	\$29,748	\$27,539
23	\$60,149	\$55,589	\$51,007	\$29,748	\$27,539
24	\$60,488	\$55,838	\$51,232	\$29,748	\$27,539
25	\$60,779	\$56,063	\$51,425	\$29,748	\$27,539
26	\$61,060	\$56,284	\$51,583	\$29,748	\$27,539
27	\$61,365	\$56,503	\$51,716	\$29,748	\$27,539
28	\$61,655	\$56,735	\$51,891	\$29,748	\$27,539
29	\$61,943	\$56,965	\$52,063	\$29,748	\$27,539
30	\$62,232	\$57,198	\$52,237	\$29,748	\$27,539

*** National Board Certification - Additional \$2,000.00

***ESS Teacher - \$20/hr

***Certified PD Stipend - \$15/hr

***Certified PD Instructor - \$25/hr

***Detention - \$18/hr

***Interpreter - \$25/hr

NOTE: Cannot be paid higher than RANK IV without a regular teaching certificate.

2015-2016 Substitute Teachers Salary Schedule
Marion County Schools
Daily Rate

RANK I (Master's Deg plus 30 hrs)	RANK II (Master's Degree; EPSB)	RANK III (Bachelor's Degree; EPSB)	RANK IV (96 hours- 128 hours)	RANK V (64 hours- 95 hours)
\$95.00	\$92.00	\$85.00	\$74.00	\$74.00

2015-2016 Substitute Teachers Salary Schedule
Long Term Substitution*
Marion County Schools
Daily Rate

RANK I (Master's Deg plus 30 hrs)	RANK II (Master's Degree; EPSB)	RANK III (Bachelor's Degree; EPSB)	RANK IV (96 hours- 128 hours)	RANK V (64 hours- 95 hours)
\$139.00	\$134.00	\$125.00	\$88.00	\$88.00

* Long term substitution is twenty days (20) days or more in the same assignment.

It is the responsibility of retired employees to determine if retirement will be affected by working as a substitute teacher.

NOTE: Cannot be paid higher than RANK IV without a regular teaching certificate.

Marion County Schools

Lebanon, Kentucky 40033

Years Exp	Admin Assistant I (Hourly)	Admin Assistant II (Hourly)	Instructional Aide/Bus Monitor (Hourly)	MH Aide (Hourly)	Custodian (Hourly)	Maintenance/ Mechanic (Hourly)	Bus Driver (Daily)
0	\$9.93	\$9.93	\$9.83	\$10.16	\$9.93	\$14.10	\$49.70
1	\$11.17	\$11.05	\$10.66	\$11.06	\$10.76	\$14.82	\$55.19
2	\$11.52	\$11.17	\$10.78	\$11.40	\$10.97	\$14.96	\$57.82
3	\$12.02	\$11.63	\$10.86	\$11.52	\$11.06	\$15.03	\$58.14
4	\$12.07	\$11.69	\$10.94	\$11.58	\$11.11	\$15.10	\$58.47
5	\$12.86	\$12.11	\$11.08	\$11.83	\$11.28	\$15.15	\$58.60
6	\$13.42	\$12.24	\$11.17	\$11.90	\$11.41	\$15.21	\$58.73
7	\$13.49	\$12.32	\$11.30	\$12.03	\$11.52	\$15.28	\$58.86
8	\$13.59	\$12.42	\$11.40	\$12.13	\$11.58	\$15.34	\$59.03
9	\$13.71	\$12.57	\$11.46	\$12.20	\$11.69	\$15.40	\$59.15
10	\$13.78	\$12.66	\$11.58	\$12.30	\$11.77	\$15.47	\$59.27
11	\$13.91	\$12.77	\$11.66	\$12.44	\$11.91	\$15.52	\$59.40
12	\$14.01	\$12.85	\$11.79	\$12.54	\$12.01	\$15.58	\$59.54
13	\$14.11	\$12.94	\$11.89	\$12.65	\$12.11	\$15.65	\$59.65
14	\$14.26	\$13.08	\$12.00	\$12.73	\$12.24	\$15.74	\$59.80
15	\$14.35	\$13.15	\$12.12	\$12.79	\$12.31	\$15.80	\$60.26
16	\$14.41	\$13.25	\$12.19	\$12.94	\$12.41	\$15.91	\$60.63
17	\$14.53	\$13.36	\$12.29	\$13.02	\$12.54	\$16.03	\$61.01
18	\$14.63	\$13.46	\$12.41	\$13.11	\$12.63	\$16.13	\$61.38
19	\$14.76	\$13.57	\$12.51	\$13.22	\$12.71	\$16.21	\$61.77
20	\$14.82	\$13.68	\$12.59	\$13.32	\$12.82	\$16.31	\$62.15
21	\$14.97	\$13.79	\$12.72	\$13.45	\$12.93	\$16.43	\$62.73
22	\$15.12	\$13.95	\$12.81	\$13.59	\$13.08	\$16.56	\$63.26
23	\$15.22	\$14.01	\$12.90	\$13.66	\$13.14	\$16.63	\$63.66
24	\$15.31	\$14.07	\$12.97	\$13.72	\$13.20	\$16.69	\$63.98
25	\$15.38	\$14.12	\$13.05	\$13.78	\$13.29	\$16.74	\$64.21
26	\$15.45	\$14.23	\$13.11	\$13.86	\$13.35	\$16.83	\$64.55
27	\$15.50	\$14.29	\$13.19	\$13.92	\$13.42	\$16.92	\$64.79
28	\$15.56	\$14.35	\$13.24	\$13.97	\$13.47	\$17.01	\$65.05
29	\$15.64	\$14.40	\$13.31	\$14.03	\$13.54	\$17.11	\$65.28
30	\$15.69	\$14.46	\$13.36	\$14.12	\$13.60	\$17.24	\$65.53

***Special Education Training Stipend - Regular Hourly Wage

*** ESS Classified - Regular Hourly Wage

Bus Driver Training Instructor - \$15.00/hour

*** Interpreter - \$25/hr

\$1.00 extra per day for bus drivers of the handicapped students' buses.

NOTE: Substitute and part-time classified employees are paid at 0 years of experience. Exceptions are:

Instructional Assistant - Adult Education Center - \$15.00

2015-2016 Food Service Salary Schedule

(Hourly Rate)

Marion County Schools
Lebanon, Kentucky 40033

Years of Exp	Hourly Rate	HS Asst. Manager	Manager
0	\$9.83	\$10.08	\$11.73
1	\$10.55	\$10.80	\$12.25
2	\$10.66	\$10.91	\$12.38
3	\$10.78	\$11.03	\$12.54
4	\$10.97	\$11.22	\$12.63
5	\$11.08	\$11.33	\$12.71
6	\$11.18	\$11.43	\$12.81
7	\$11.28	\$11.53	\$12.94
8	\$11.40	\$11.65	\$13.03
9	\$11.46	\$11.71	\$13.13
10	\$11.58	\$11.83	\$13.24
11	\$11.65	\$11.90	\$13.35
12	\$11.79	\$12.04	\$13.45
13	\$11.90	\$12.15	\$13.56
14	\$12.00	\$12.25	\$13.64
15	\$12.10	\$12.35	\$13.71
16	\$12.19	\$12.44	\$13.82
17	\$12.31	\$12.56	\$13.94
18	\$12.41	\$12.66	\$14.03
19	\$12.51	\$12.76	\$14.14
20	\$12.59	\$12.84	\$14.23
21	\$12.70	\$12.95	\$14.35
22	\$12.82	\$13.07	\$14.55
23	\$12.94	\$13.19	\$14.65
24	\$13.02	\$13.27	\$14.71
25	\$13.08	\$13.33	\$14.77
26	\$13.13	\$13.38	\$14.83
27	\$13.22	\$13.47	\$15.91
28	\$13.29	\$13.54	\$16.02
29	\$13.34	\$13.59	\$16.02
30	\$13.41	\$13.66	\$16.02

Hourly Rate for 6.5 hours per day, 184 days for regular lunchroom workers

Assistant Manager - 7.0 hours per day, 3 extended days

Manager - 8 hours per day, 8 extended days

2015-2016 FRYSC Salary Schedule**Marion County Schools****Lebanon, Kentucky 40033****240 Days/8 hours a day**

Years of Experience	Associate Degree	Bachelor's Degree	Master's +30 hours
0	\$29,425	\$32,578	\$37,833
1	\$29,951	\$33,104	\$38,358
2	\$30,476	\$33,629	\$38,884
3	\$31,002	\$34,154	\$39,409
4	\$31,527	\$34,680	\$39,934
5	\$31,632	\$35,205	\$40,460
6	\$32,788	\$35,731	\$40,985
7	\$32,893	\$36,256	\$41,511
8	\$32,998	\$36,782	\$42,036
9	\$33,104	\$37,307	\$42,562
10	\$33,209	\$37,833	\$43,087
11	\$33,314	\$39,934	\$45,189
12	\$33,419	\$40,460	\$45,714
13	\$33,524	\$40,985	\$46,240
14	\$33,629	\$41,511	\$46,765
15	\$33,734	\$42,036	\$47,291
16	\$33,839	\$42,562	\$47,816
17	\$33,944	\$43,087	\$48,342
18	\$34,049	\$43,613	\$48,867
19	\$34,154	\$44,138	\$49,393
20	\$34,260	\$44,664	\$49,918
21	\$34,365	\$45,189	\$50,444
22	\$34,470	\$45,714	\$50,969
23	\$34,575	\$46,240	\$51,494
24	\$34,680	\$46,765	\$52,020
25	\$34,785	\$47,291	\$52,545
26	\$34,890	\$47,816	\$53,071
27	\$34,995	\$48,342	\$53,596
28	\$35,100	\$48,867	\$54,122
29	\$35,205	\$49,393	\$54,647
30	\$35,310	\$49,918	\$55,173

**Marion County Schools
Administrative Salary Schedule
2015-2016**

Position	Contract Days	Supplement
Superintendent	Salary established by Contract	
Chief Academic Officer	240	\$15,481
Chief Operations Officer	240	\$15,481
Director of Special Programs/Instructional Supervisor	240	\$15,481
Director of Federal Programs	240	\$15,481
Director of Exceptional Child Education	240	\$14,840
Director of Early Childhood	240	\$14,840
District Technology Coordinator/DPP	240	\$14,244
<u>Principals:</u>		
High School	240	29%
Middle School	240	21%
Elementary School	240	17%
<u>Assistant Principals:</u>		
High School	227	11%
Middle School	217	10%
Elementary School	207	9%
		Salary
Director Finance	240	\$83,651
Director Personnel	240	\$52,275
Director Transportation/Maintenance	240	\$50,405

**Marion County Public Schools
Non-Administrator Salary Schedule
2015-2016**

Position	Contract Days	Annual Salary
Administrative Assistant & Board Recorder	240	\$37,720
Adult Education Instructor (GRANT)	187	\$32,133
Career Planner	215	\$35,260
Community Ed Director (PARTIAL GRANT)	240	\$31,211
Coordinator I	180	\$11,236
Family Literacy Instructor (GRANT)	187	\$42,855
Nutritionist/Wellness Coordinator	240	\$40,000
Occupational Therapist	191	\$55,196
Payroll Manager	240	\$35,424
Physical Therapist	191	\$63,533
Systems Technician	240	\$44,724
Vehicle Maintenance Foreman	260	\$41,832

Marion County Public Schools
Extended Days
2015-2016

Elementary:

Principal	53
Assistant Principal	20
Counselor	15
Media Specialist	15

Middle:

Principal	53
Assistant Principal	25
Counselor	25
Media Specialist	15

High:

Principal	53
Assistant Principal	40
Counselor	35
Media Specialist	15
District Chemical Hygiene Officer	5
Vocational Agriculture	53
Family Consumer Science	5
Technology Education Instructor	5
JROTC Jr. Instructor	53
JROTC Sr. Instructor	53

District Wide:

Migrant Recruiter	33
Psychologist	10
Instructional Coach	6

Extended days are for full-time positions (FTE) and will be prorated based on partial FTEs.

MARION COUNTY PUBLIC SCHOOLS
Salary Supplements
2015-2016

District	Supplement
Athletic Director	\$7,500
Assistant Athletic Director	\$3,200
Energy Manager	\$5,000
<u>Marion County High School</u>	
Head Football Coach	\$8,105
Assistant Football Coaches (4)	\$4,323
Head Basketball Coach - Boys	\$8,105
Assistant Basketball Coaches - Boys (2)	\$4,323
Head Basketball Coach - Girls	\$8,105
Assistant Basketball Coaches - Girls (2)	\$4,323
Band Director	\$8,105
Band Assistant #1	\$3,242
Band Assistant #2	\$1,263
Head Baseball Coach	\$2,702
Assistant Baseball - Coach	\$1,621
Freshman Baseball	\$1,364
Head Softball Coach	\$2,702
Assistant Softball Coach	\$1,621
Freshman Softball	\$1,364
Head Track & Field Coach - Boys	\$2,702
Head Track & Field Coach - Girls	\$2,702
Assistant Track & Field Coach - Boys/Girls	\$1,621
Head Cheerleading Sponsor	\$2,702
Assistant Cheerleading Sponsor	\$1,621
Head Soccer Coach - Boys	\$2,702
Assistant Soccer Coach - Boys	\$1,621
Head Soccer Coach - Girls	\$2,702
Assistant Soccer Coach - Girls	\$1,621
Head Swimming Coach	\$2,161
Assistant Swimming Coach	\$1,351
Head Volleyball Coach	\$2,702
Assistant Volleyball Coach	\$1,621
Cross Country Coach	\$2,161
Assistant Cross Country Coach	\$810
Golf Coach	\$2,161
Assistant Golf Coach	\$1,351
Tennis Coach	\$2,161
Assistant Tennis Coach	\$1,351
Bass Fishing Coach	\$1,621
Academic Coach (2)	\$2,702

MARION COUNTY PUBLIC SCHOOLS

Salary Supplements

2015-2016

	Supplement
School Technology Leadership Coordinator	\$1,000
Student Council Sponsor	\$800
Department Heads (total for school)	\$9,000
<u>Lebanon Middle School</u>	
Head Basketball Coach - Boys	\$2,161
Head Basketball Coach - Girls	\$2,161
Head Football Coach	\$2,161
Assistant Football Coach	\$1,351
Head Middle School Baseball Coach	\$1,351
Head Middle School Softball Coach	\$1,351
Band Director	\$1,081
Cheerleading Sponsor	\$1,351
Volleyball Coach	\$1,351
Academic Coach	\$2,183
Future Solving Problem Sponsor	\$505
School Technology Leadership Coordinator	\$1,000
<u>St. Charles Middle School</u>	
Head Basketball Coach - Boys	\$2,161
Head Basketball Coach - Girls	\$2,161
Head Football Coach	\$2,161
Assistant Football Coach	\$1,351
Band Director	\$1,081
Cheerleading Sponsor	\$1,351
Volleyball Coach	\$1,351
Academic Coach	\$2,183
Future Solving Problem Sponsor	\$505
School Technology Leadership Coordinator	\$1,000
<u>Calvary Elementary</u>	
Academic Coach	\$2,183
Future Solving Problem Sponsor	\$505
School Technology Leadership Coordinator	\$1,000
<u>Glasscock Elementary</u>	
Academic Coach	\$2,183
Future Solving Problem Sponsor	\$505
School Technology Leadership Coordinator	\$1,000

MARION COUNTY PUBLIC SCHOOLS
Salary Supplements
2015-2016

Supplement

Lebanon Elementary

Academic Coach	\$2,183
Future Solving Problem Sponsor	\$505
School Technology Leadership Coordinator	\$1,000

West Marion Elementary

Academic Coach	\$2,183
Future Solving Problem Sponsor	\$505
School Technology Leadership Coordinator	\$1,000

SPECIAL TRIP SALARY SCHEDULE - 2015-2016

During School Hours:

All trips that require the Bus Driver's services for ½ day will pay \$28.00.

All trips that require the Bus Driver's services for the entire day will pay \$63.00.

Driver's services shall mean that the driver must be available to the group or organization for the entire length of the trip. If the driver's services are only needed for pick-up/delivery which takes less than an hour the pay will be \$11.50.

After School Hours:

Overnight trips will be approved by the Board of Education with wages matching the scale listed below plus \$30.00 for each night.

Pay Schedule (including estimated fringe):

Up to 5 hours	$\$57.00 + 15.14 = \72.14
5 to 8 hours	$\$74.00 + 19.65 = \93.65
8 to 10 hours	$\$103.00 + 27.36 = \130.36
10 to 12 hours	$\$126.00 + 33.46 = \159.46
12 to 14 hours	$\$149.00 + 39.57 = \188.57
14 or more hours	$\$172.00 + 45.68 = \217.68

Time begins 30 minutes before bus pick-up time as stated on Bus Request Form and ends 30 minutes after bus has returned to campus.

P.M. activity route \$17.00 per day.

Overtime:

Above 40 hours per week/time and a half per hour.

MARION COUNTY JOB DESCRIPTION

Position Title: Chief Academic Officer
Department: Central Office
Reports To: Superintendent
Approved By: Marion County Board of Education Date: June 2015

SUMMARY: Develops, oversees, and manages the day to day operations in the areas of instruction and curriculum. Works as a liaison between the schools and the Superintendent in regards to student learning. Assists the Superintendent with creating, communicating and sustaining the elements of the districts strategic plan and managing areas of instruction and curriculum. The Chief Academic Officer will collaborate with the Chief Operations Officer and work with staff to establish specific plans, deliverable and measurable objectives. This position will drive and influence decision making that will result in both the short and long term improvement of the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Provide leadership in all district programs relating to curriculum and instruction.
- Assist principals and teachers in articulating instructional practices within and among schools. Supervise and coordinate staff in providing support for learning among students and staff.
- Coordinate and facilitate the selection and purchase of instructional materials, text books, and assessment materials in the district.
- Facilitate planning and training processes for new and current teachers in regards to curriculum and instruction within schools and across the district. Oversee teacher internship and national board certifications. Assist in the placement of student teachers.
- Manage committees that influence decisions in curriculum and instruction. Manages and tracks certified evaluations according to district policy. Plan, organize, and implement a district appeals committee regarding evaluations.
- Carry out projects that are assigned by the Superintendent to enhance the over-all operation of the district.
- Demonstrates a sense of professional responsibility through networking with other districts and professional organizations and participating in professional growth activities.
- Demonstrates positive, professional relationships with district personnel, parents and community.
- Provides analysis and interpretation of assessment results to the schools and the school board.
- Assists the Superintendent in the evaluation and professional growth plans of principals as needed.
- Interprets the policies and regulations of the Board of Education and administrative directives of the Superintendent of Schools and monitors all programs to ensure consistency with district policies and fiscal responsibility.

SUPERVISORY RESPONSIBILITIES: Responsible for appraising performance; addressing complaints and resolving problems in areas related to curriculum and instruction. Must carry out all supervisory complaints in accordance with district and state policies and applicable law.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES: Master's Degree in Educational Management; must have strong leadership skills, communication skills, and supervisory experience at elementary, middle, and high schools.

CERTIFICATES, LICENSES, REGISTRATIONS: Professional Certificate For Instructional Leadership and Instructional Supervision or School Superintendent

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups/community, and board of education.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely

both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

MARION COUNTY JOB DESCRIPTION

Position Title: Chief Operations Officer

Department: Central Office

Reports To: Superintendent

Approved By: Marion County Board of Education

Date: June 2015

SUMMARY: Creates, communicates and sustains the elements of the districts strategic plan and manages the operations of the district. Oversees the planning, development, assessment, and improvement of operational services and administrative programs, including non-instructional projects. Assists the Superintendent of Schools in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for K-12 school students. Responsible for the implementation of district policies and programs related to Human Resources, Facilities and Environmental Services, Transportation Services, Nutrition Services, Informational Technology and other non-instructional projects. The Chief Operations Officer will collaborate with the Chief Academic Officer and work with staff to establish specific plans, deliverable and measurable objectives. This position will drive and influence decision making that will result in both the short and long term improvement of the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Administers the overall operational activities of the district with responsibility for Human Resources, Facilities and Environmental Services, Transportation Services, Nutrition Services, Informational Technology and other non-instructional projects.
- Integrates the operational activities with the programs of other districts organizational units to provide the most efficient and effective education possible for students.
- Provides strategic planning and executive leadership in the verification and validation of programs and practices.
- Establishes, monitors and maintains procedures in a manner that is fiscally sound while maximizing the use of human resources and supporting the district mission; develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment.
- Prepares reports and recommendations for the Superintendent of Schools and the Board of Education for all aspects of the operational and administrative services.
- Attends all meetings of the Board of Education and provides input, when requested by the Superintendent of Schools, related to programs and support services to the Board of Education and the public.
- Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Marion County Public Schools policies, rules, and procedures relating to instructional programs.

- Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives to ensure that the district is organized and administrated in a manner which promotes student learning and accomplishes the goals of the district.
- Administers the cost-effective and timely implementation of all projects and strategic plan initiatives pertaining to and within all areas of operation and services.
- Administers the establishment and maintenance of effective conditions for successfully implementing the approved operational activities and ensures that materials and services necessary for the accomplishment of district operational goals are provided.
- Interprets the policies and regulations of the Board of Education and administrative directives of the Superintendent of Schools and monitors all programs to ensure consistency with district policies and fiscal responsibility.
- Performs other duties as assigned by the Superintendent of Schools.

SUPERVISORY RESPONSIBILITIES: Responsible for appraising performance; addressing complaints and resolving problems in areas related to curriculum and instruction. Must carry out all supervisory complaints in accordance with district and state policies and applicable law.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCES: Master's Degree in Educational Management; must have strong leadership skills, communication skills, and supervisory experience at elementary, middle, and high schools. 5-7 years successful administrative and management experience.

CERTIFICATES, LICENSES, REGISTRATIONS: **CERTIFICATES, LICENSES, REGISTRATIONS:** Professional Certificate For Instructional Leadership and Instructional Supervision or School Superintendent

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups/community, and board of education.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

MARION COUNTY JOB DESCRIPTION

Position Title:	Director of Early Childhood	
Department:	Exceptional Child Education	
Reports To:	Superintendent	
Approved By:	Marion County Board of Education	Date: June 2015

SUMMARY: Directs the Marion County Public Schools Preschool Program, as well as the Early Childhood initiatives of the district. Ensures program integration with the other instructional departments and the Kentucky Department of Education Program of Studies along with early childhood programs within the community. Collaborates with Director of Special Education to ensure compliance with the regulations of the State and Federal Government. This position must provide effective leadership in developing, monitoring, and maintaining the Marion County Preschool Program. Additionally, this position must collaborate with school and district administrators and community partners to promote and implement strategies relating to growth and development of children in the community from birth through primary.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Oversee preschool budgets (KERA, Federal, & Tuition)
- Identify 3 & 4 year old children who meet eligibility requirements for preschool intervention
- Coordinate district-wide mass screening for children with possible delayed development in speech, language, cognitive, motor, social, or adaptive skills
- Organize screening services upon request throughout school year and summer
- Chair (when needed) ARC meetings involving referrals for preschool services and obtaining permission for evaluation
- Assist when needed with evaluation of 3 and 4 year olds
- Chair (when needed) ARC meetings involving IEP development and specially designed services
- LEA (Local Education Agency) Chairperson for 3 & 4 year old residents of Marion County who meet eligibility requirements and attend Head Start, other state or local daycare and preschool centers
- Determine and place income eligible 4 year olds
- Determine and place tuition eligible 4 year olds
- Keep updated name and address list of Marion County families with children birth to Kindergarten
- Coordinate needed services for birth to Kindergarten children and families
- Coordinate partnerships with community early childhood providers and families to promote Kindergarten Readiness

- Coordinate and oversee Brigrance screenings for Kindergarten students
- Develop outreach activities for the school and community to promote child-find and early learning opportunities
- Attend local, regional and state collaborative group meetings to promote early childhood education
- Conduct home visits as needed to communicate, educate and partner with families
- Search for and submit grants to support Early Childhood Education throughout the community
- Monitor implementation of consistent preschool curriculum that follows a program-wide pacing guide
- Submit Preschool Program Approval Form and Preschool Performance Report to KDE each spring
- Report eligible 3 & 4 year olds to KDE on December 1 annually
- Report "Supplemental 3's" in May annually
- Maintain KEDS online student and demographic data
- Ensure that the preschool program is in compliance with Kentucky Administrative Regulations for Preschool
- Keep standards of Kentucky Resource Preschool Classrooms updated
- Meet with preschool staff regularly to inform them of changes and requirements
- Work with preschool staff and schools to maintain the highest quality teachers and classrooms possible
- Carries out other duties as assigned by the superintendent

SUPERVISORY RESPONSIBILITIES: Supervises the staff assigned to the Marion County Preschool Program. Is responsible for the overall direction, coordination, and evaluation of the preschool program district-wide. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

***QUALIFICATIONS REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's or Master's degree in education.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Kentucky teaching certificate with certification in Early Childhood Education, Elementary Education or Special Education preferred AND administrative certification for the state of Kentucky in

the areas of Instructional Leadership, Director of Special Education or other related administrative certification.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES: Demonstrated leadership ability and general knowledge of issues and problems in all areas that affect preschool students. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to deal tactfully with students, staff, parents, and visitors. Ability to maintain confidentiality. Must be dependable, honest, and trustworthy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and occasionally walk or stand. The employee is occasionally required to talk and hear. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with several time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions

of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet. The noise level in this position varies. When visiting a classroom the noise level may be loud, in the office, quiet and at meetings, moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

File Name: Director, Early Childhood

MARION COUNTY JOB DESCRIPTION

Position Title: School Nutrition Program Director

Department: Central Office

Reports To: Superintendent

Approved By: Marion County Board of Education

Date: June 2015

SUMMARY: Directs the district's food service program in conformance with local, state and federal regulations and requirements including public health and safety. The program director will be responsible for the supervision of the child nutrition programs and services, providing information and serving as a resource to others, achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned

- Establishes procedures for developing, implementing and evaluating goals/objectives
- Administers and directs the implementation of Child Nutrition (including, but not limited to, school day, after- school snack and summer feeding) programs in compliance with federal, state and local regulations
- Administers and directs the implementation of district/school wellness policies in compliance with federal, state and local regulations
- Interprets school food service and nutrition education program needs to federal, state and local policy makers
- Implements the appropriate use of information system
- Establishes program standards and directs implementation to ensure operation of a nutritionally and fiscally sound program
- Evaluates each school food service unit to determine its effectiveness in achieving program goals and compliance with federal, state, and local rules and regulations
- Plans for the development, coordination and implementation of nutrition education as part of the school nutrition program
- Establishes and implements budgeting and financial management systems consistent with federal, state and local requirements
- Establishes a comprehensive program for personnel management in cooperation with managers, administrators and other appropriate personnel
- Develops an effective system to include monitoring for quality food productions and service
- Establishes a system for the procurement and distributions for food and non-food supplies
- Determines facility needs and schedules replacement of equipment

- Implements sanitation standards and conducts training for proper handling of all food products
- Implements standards and controls for safety and efficiency in facility design
- Establishes a school nutrition program marketing system for the district
- Establishes effective working relationships with appropriate members of all departments in the school district and allied agencies
- Develops and maintains an effective communication and public relations program
- Implements a program of continuous self-development and professional growth for food service employees
- Performs other duties and responsibilities as assigned by supervisor
- Determines and implements the professional development needs of managers and staff in compliance with state regulations

SUPERVISORY RESPONSIBILITIES: Supervise cafeteria managers and cafeteria staff.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES: Based on student enrollment (2,500-9,999) Bachelor's degree, or equivalent educational experience, with academic major in specific areas, or Bachelor's degree in any academic major, and State- recognized certificate for school nutrition directors, or Bachelor's degree in any academic major and at least 2 years of relevant school nutrition programs experience, or Associate's degree or equivalent educational experience, with academic major in specific areas and at least 2 years of relevant school nutrition programs experience. At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 days of the employee's start date.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve

problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Working knowledge of quantity food preparation, sanitation principles, menu planning, inventory control, record keeping, and production schedules. Previous experience in food service management. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very quiet. The employee is continuously required to meet deadlines with severe time constraints, interact with the public and other staff, work irregular or extended work hours.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Certified

- Appointment of Shelley Spurling as a homebound instructor for a St. Charles Middle School student, at regular hourly wage/no less than \$20 per hour, current rate per mile to and from her residence to the residence of the student, effective May 12, 2015.
- Notice of Non-Renewal of Employment for the 2015-16 school year given to the following certified employees: Keith Hamm, Chloe Morris, Mary Buckler, Corey Witcher, Michael Carey, Joshua Simpson, Jessica Hutchins, Debra Edwards, Anne Blevins, Steven Beams
- Notice of reduction in responsibility and pay given to the following certified employees for the 2015-16 school year: Amy Hagan
- Acknowledgement of retirement of Anna Laura Davenport as a part time teacher, District, effective May 22, 2015.
- Acknowledgement of retirement of Beverly Mattingly as a teacher at West Marion Elementary School, effective July 1, 2015.
- Acknowledgement of retirement of Susan Crum-Cox as a teacher at Marion County High School, effective July 1, 2015.
- Acceptance of resignation of Jennifer Brogle as principal at Glasscock Elementary School, effective June 30, 2015.
- Acceptance of resignation of Mitchell Lancaster as a teacher at Marion County High School, effective July 1, 2015.
- Acceptance of resignation of Anna Sanders as a .75 guidance counselor at Calvary Elementary School, effective June 5, 2015.
- Appointment of the following certified staff for ESS/Summer Programs, \$20 per hour, as needed, effective May 15, 2015: Jeri Adams, Heather Hutchins, Amy Young, Kayla Garrett, Paul Terrell
- Appointment of the following certified staff for ESS/Summer Programs, \$20 per hour, as needed, effective May 26, 2015: Lee A. VanDyke, Chloe Morris, Holly Cox
- Appointment of the following certified staff for ESS/Summer Programs, \$20 per hour, as needed, effective June 1, 2015: Perri Warren, Abigail Peake
- Appointment of the following certified staff for ESS/Summer Programs, \$20 per hour, as needed, effective June 4, 2015: Joni Farmer
- Appointment of Lisa Byrd as a summer school teacher, \$20 per hour, as needed at Calvary Elementary School, effective June 22, 2015.
- Appointment of Aubrey Skutt-Davis as summer school teacher, \$20 per hour, as needed at West Marion Elementary School, effective June 8, 2015.
- Appointment of Misty Kehm as a summer school teacher, \$20 per hour, as needed at Calvary Elementary School, effective June 22, 2015.

Classified

- Acknowledgement of retirement of Kathy Blandford as an instructional assistant at Lebanon Middle school, effective July 1, 2015.
- Acknowledgement of retirement of Cecelia VanDyke as an instructional assistant at Calvary Elementary school, effective July 1, 2015.

- Acknowledgement of retirement of Barbara Adams as an instructional assistant at Lebanon Middle School, effective June 30, 2015.
- Acknowledgement of retirement of Linda Rakes as a cook/baker at Calvary Elementary School, effective July 1, 2015.
- Acceptance of resignation of Lisa Hall as a .5 school technology leadership coordinator at Lebanon Elementary School, effective May 7, 2015.
- Acceptance of resignation of Ann Michelle Pierce as a .5 school technology leadership coordinator at Lebanon Elementary School, effective May 7, 2015.
- Acceptance of resignation of Crystal Edlin as an academic coach at Lebanon Elementary School, effective May 7, 2015.
- Acceptance of resignation of Crystal Edlin as a future problem solving sponsor at Lebanon Elementary School, effective May 7, 2015.
- Acceptance of resignation of Aubrey Skutt-Davis as an instructional assistant at Calvary Elementary School, effective May 28, 2015.
- Acceptance of resignation of Catherine Thompson as an assistant girls soccer coach at Marion County High School, effective May 11, 2015.
- Acceptance of resignation of Paul Terrell as head boys basketball coach at Lebanon Middle School, effective June 8, 2015.
- Acceptance of resignation of Jessica Veatch as head softball coach at Marion County High School, effective June 8, 2015.
- Acceptance of resignation of Judy Bickett as a secretary at Central Office, effective June 19, 2015.
- Notice of Non-Renewal of Employment for the 2015-16 school year given to the following classified employees: Amanda Long, May Sullivan
- Notice of reduction in responsibility and pay given to the following classified employees for the 2015-16 school year: Kinsey Hill, Jessica Bagwell, Kayla Garrett
- Notice of Non-Renewal of Employment for Corey Witcher as a .5 assistant football coach at Marion County High School for the 2015-16 school year.
- Notice of Non-Renewal of Employment for Jessica Hutchins as a future problem solving sponsor at West Marion Elementary School for the 2015-16 school year.
- Notice of Non-Renewal of Employment for Rebecca Emmons as assistant high school boys/girls cross country at Marion County High School, for the 2015-16 school year.
- Notice of Non-Renewal of Employment for Adam Miller as a band assistant at Marion County High School for the 2015-16 school year.
- Notice of Non-Renewal of Employment for Charles Smith as a .5 assistant high school football coach at Marion County High School for the 2015-16 school year.
- Appointment of the following lunchroom summer feeding program, regular hourly rate, as needed, effective June 1, 2015: Tina Bickett, Rebecca Walker, Janetta Elliott, Elizabeth A. Bright, Shawn Tungate, Brenda Seals, Dorothy Calhoun, Mary Ann Livers, Ashley Lawson, Megan Grigsby
- Appointment of Sherry Bell as summer feeding manager, regular hourly rate, as needed, effective June 1, 2015.
- Appointment of Alice Tungate as a summer worker, migrant program, regular hourly rate, as needed, effective June 8, 2015.
- Appointment of Lois Jean Lanham as a summer worker, migrant program, \$9.64 per hour, as needed, effective June 8, 2015.

- Appointment of Jesus Berlanga as a summer worker, migrant program, \$9.64 per hour, as needed, effective June 8, 2015.
- Appointment of Sophie Thompson as a student worker, FRYSC, \$7.25 per hour, as needed, at West Marion Elementary School, effective June 8, 2015.
- Appointment of Sherri Clark as an instructional assistant, FRYSC, \$7.25 per hour, as needed, at West Marion Elementary School, effective June 8, 2015.
- Appointment of Linda Robbins as an instructional assistant, FRYSC, \$7.25 per hour, as needed, at West Marion Elementary School, effective June 8, 2015.
- Appointment of Morgan Mattingly as a student worker, FRYSC, \$7.25 per hour, as needed, at West Marion Elementary School, effective June 8, 2015.
- Appointment of James E. Evans as a summer worker, migrant program, \$9.64 per hour, as needed, effective June 8, 2015.
- Appointment of the following student workers, \$20 per day, effective April 6, 2015:
Laura Thomas, Madelyn Hagan, Thomas Abell, Kelly Peterson, Dylan Cambron, Brandon Morris
- Appointment of Montrelle Irvin as an instructional assistant for ESS/Summer Programs, regular hourly rate, as needed, effective May 26, 2015.
- Appointment of Seidina Conley as a substitute instructional assistant for ESS/Summer Program, \$9.64 per hour, as needed, effective May 28, 2015.
- Appointment of Sophie Clark as a student worker for ESS/Summer Programs, \$7.25 per hour, as needed, effective June 1, 2015.
- Appointment of Marcus Clark as a maintenance worker, seasonal/temporary, \$13.82 per hour, effective May 29, 2015.
- Appointment of Michael Pinkston as a maintenance worker, seasonal/temporary, \$13.82 per hour, effective May 29, 2015.

