

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** X F **DATE:** July 11, 2019

**TOPIC/TITLE:** Creation of Positions

**PRESENTER:** D. Scott Hawkins

**ORIGIN:**

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
- ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ACTION REQUESTED AT FUTURE MEETING: (DATE)
- BOARD REVIEW REQUIRED BY

- STATE OR FEDERAL LAW OR REGULATION
- BOARD OF EDUCATION POLICY
- OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION

- DATE:
- ACTION:

**BACKGROUND INFORMATION:**

As per Board policy the attached travel requests must be approved by the Board.

**SUMMARY OF MAJOR ELEMENTS:**

Requesting approval to create: five (5) part time lunchroom monitors; Vehicle Maintenance Supervisor.

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:**  **Recommended**  **Not Recommended**

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**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** XF **DATE:** June 18, 2019

**TOPIC/TITLE:** Create Lunchroom Monitor Positions

**PRESENTER:** Amy M Smith *AMS*

**ORIGIN:**

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
- ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ACTION REQUESTED AT FUTURE MEETING: (DATE)
- BOARD REVIEW REQUIRED BY

- STATE OR FEDERAL LAW OR REGULATION
- BOARD OF EDUCATION POLICY
- OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION

- DATE:
- ACTION:

**BACKGROUND INFORMATION:**

To provide adequate staffing for the summer school program.

**SUMMARY OF MAJOR ELEMENTS:**

We are requesting approval to create up to five (5) part time lunchroom monitor classified positions.

**IMPACT ON RESOURCES:** Included in Food Service Budget

**TIMETABLE FOR FURTHER REVIEW OR ACTION:** NA

**SUPERINTENDENT'S RECOMMENDATION:**  Recommended  Not Recommended

*D. Mitchell*

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**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:**        **DATE:** July 11, 2019

**TOPIC/TITLE:** Create Vehicle Maintenance Supervisor

**PRESENTER:** Amy M Smith *AS*

**ORIGIN:**

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
- ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ACTION REQUESTED AT FUTURE MEETING:        (DATE)
- BOARD REVIEW REQUIRED BY

- STATE OR FEDERAL LAW OR REGULATION
- BOARD OF EDUCATION POLICY
- OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION

- DATE:
- ACTION:

**BACKGROUND INFORMATION:**

To provide adequate staffing for the summer school program.

**SUMMARY OF MAJOR ELEMENTS:**

We are requesting approval to create one Vehicle Maintenance Supervisor, with salary schedule attached.

**IMPACT ON RESOURCES:** Included in Transportation Budget

**TIMETABLE FOR FURTHER REVIEW OR ACTION:** NA

**SUPERINTENDENT'S RECOMMENDATION:**    Recommended                       Not Recommended

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**LOCAL DISTRICT CLASSIFICATION PLAN**

**SUMMARY CLASS TITLE: VEHICLE MAINTENANCE SUPERVISOR**

**BASIC FUNCTION:**

Coordinate, supervise and participate in the repair and servicing of school buses, trucks and other gas and diesel-powered automotive equipment.

**REPRESENTATIVE DUTIES:**

- Supervise and coordinate activities of assigned personnel.
- Assign, supervise and participate in major and minor mechanical repairs on buses and other light motorized equipment; diagnose diesel internal combustion engine maintenance problems.
- Diagnose, supervise and participate in skilled and semi-skilled repairs of mechanical defects in buses, automobiles, trucks and other gas and diesel-powered automotive equipment.
- Determine priority of work orders and their assignment to personnel; plan, organize and schedule work flow of employees as assigned; advise and assist assigned personnel; assure timely completion of work.
- Maintain records and reports as necessary.
- Conduct in-service training programs for employees and equipment suppliers for new techniques in mechanical repairs.
- Assist in the selection of new employees; train, supervise and evaluate assigned employees; recommend disciplinary action or promotion as appropriate; review completed work and provide feedback as necessary.
- Initiate requisition for materials and equipment; authorize purchases from local vendors; maintain adequate inventory of parts, equipment and supplies used in repairing and servicing motorized vehicles.
- Monitor tools, tool room equipment, maintenance and safety practices.
- Establish and implement prudent shop safety policies and procedures.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Tools, equipment and procedures used in the general overhaul, repairs and maintenance of automotive equipment.
- Principles of internal combustion engines.
- Basic technologies involved in electrical, hydraulics and fuel systems.
- Record-keeping techniques.
- Complete bus, truck and cab vehicle maintenance operation

- Health and safety regulations.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Gasoline, diesel and propane engines.
- Kentucky School Bus Specifications
- School Bus Parts Inventory
- Fleet Software Programs
- Diagnostic Software

### **Vehicle Maintenance Supervisor - Continued**

#### **ABILITY TO:**

- Coordinate, supervise and participate in the repair and servicing of school buses, trucks and other automotive equipment.
- Diagnose malfunctions of and make mechanical repairs to a variety of vehicle equipment.
- Operate equipment used in repairing or servicing motorized equipment.
- Coordinate activities with other maintenance sections.
- Supervise, train and evaluate others.
- Evaluate quality of work performed by subordinates.
- Set priorities, schedule and assign work.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years of experience in the repair and maintenance of light and heavy automotive and power-driven equipment.

#### **LICENSES AND OTHER REQUIREMENTS:**

Kentucky State Certified School Bus Inspector – 5 years

AC Certification

Kentucky School Bus driver Certification

Valid Kentucky Commercial Driver's License - Class B with P and S Endorsements

**Woodford Co. Public Schools**  
**Classified Personnel With Responsibility Index**  
**2019-2020**

**FLSA Non-Exempt Employees**

<u>POSITION</u>	<u>CLASSIFIED SALARY SCHEDULE</u>	<u>INDEX</u>
21st Century Learning Grant Program Coordinator	Same as Rank II Certified	
Administrative Assistant/Secretary to the Superintendent	Same as Payroll Clerk I plus index	0.183430
Assistant Financial Mahager	Same as Payroll Clerk I plus index	0.150000
Attendance Specialist/STI-SSTS-IC District Coordinator	Same as Central Office Accounting Clerk II plus index	0.200000
Electrician	Same as Maintenance technician III plus Index	0.300000
Family Resource Center Coordinator II - Degree Required	Same as Community Liaison/Community Ed Program Manager plus index	0.310000
Health Coordinator	Same as School Nurse plus index	0.600000
HVAC Technician	Same as Maintenance technician III plus Index	0.569540
Maintenance Supervisor	Same as Maintenance technician III plus Index	0.578570
Maintenance Tech III/Certified Plumber	Same as Maintenance technician III plus Index	0.300000
Mechanic, Skilled Vehicle II	Same as Maintenance technician III plus Index	0.036000
Occupational Therapist	Same as School Nurse plus index	1.854000
Physical Therapist	Same as School Nurse plus index	1.854000
Register Nurse	Same as School Nurse plus index	0.400000
Special Law Enforcement Officer - SLEO	Same as Maintenance Technician III plus Index	0.200000
Speech Pathologist with Masters Degree	Same as Rank II Certified	
Speech Pathologist with Masters plus 30 hours in SLP Program	Same as Rank I Certified	
Vehicle Maintenance Superviosr	Same as Maintenance Technical III plus Index	0.250000

**FLSA Exempt Employees**

<u>POSITION</u>	<u>CLASSIFIED SALARY SCHEDULE</u>	<u>INDEX</u>
Chief Operating Officer	Same as Payroll Clerk I plus index	1.610710
Coordinator of Transportation	Same as Maintenance Technical III plus Index	0.872550
District-Wide Computer Operations Supervisor	Same as Assistant School Food Service Coordinator plus index	0.480378
Educational Interpreter II	Same as Community Liaison/Community Ed Program Manager plus index	0.231000
Migrant Recruiter	Same as Rank IV Certified with 198 Days	
School Food Service Coordinator	Same as Assistant School Food Service Coordinator plus index	0.490000