



Kenton County School District | It's about ALL kids.

**THE KENTON COUNTY BOARD OF
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY
41017

TELEPHONE: (859) 344-8888 / FAX: (859) 344-1531

WEBSITE: www.kenton.kyschools.us

Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE: June 23, 2020

AGENDA ITEM (ACTION ITEM):

Receive the 2020-2021 District Office Organizational Chart

APPLICABLE BOARD POLICY:

02.12 – Duties of Superintendent

HISTORY/BACKGROUND:

The attached District Office Organizational Chart has been updated to show the roles, responsibilities and relationships between individuals at Central Office for the 2020-2021 school year.

FISCAL/BUDGETARY IMPACT:

None

RECOMMENDATION:

None

CONTACT PERSON:

Henry Webb

Principal/Administrator

District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your District Administrator. District Administrator –if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn

"The Kenton County Board of Education provides *Equal Education & Employment Opportunities*."

Kenton County School District 2020-21

Kenton County Board of Education

Carl Wicklund, President;
Karen Collins, Vice-President;
Shannon Herold, Carla Egan, Jesica Jehn
Board Counsel, Jeremy Deters

Dr. Henry Webb, Superintendent ^

Cathy Finley, Administrative
Assistant & Board Secretary
Board Policies

Team Kenton

KIDS
Community
Parents
Staff

Shawna Harney, Chief Academic Officer ^

Joanne Goodrich, Administrative Assistant
MTSS and Safety

Mary Beth Huss
Assistant
Superintendent
Teaching &
Learning ^

Malina Owens,
Assistant
Superintendent,
Elementary ^

Tara Drysdale,
Assistant
Superintendent,
Middle ^

Martha Setters,
Assistant
Superintendent,
High ^

Marta Scott,
Director of
Special Education

Ellen Zimmer,
Director of Early
Childhood/Feder
al Programs

Tom Arnen,
Director of Pupil
Personnel*

Dr. Francis
O'Hara,
Director of
Districtwide
Programs

Barbara Higgins,
Administrative
Assistant/
Receptionist

Elementary
Principals
SBDM
Gifted Talented

Karen Hendrix,
Director of
Districtwide
Programs

Paula Rust,
Director of
Health
Services/Healthy
at Work Officer

High School
Principals
Certified
Evaluation

Middle School
Principals
Crisis Team

Rob Haney, Chief Operations Officer ^

Carrie Hooten, Operations Support Coordinator

Susan Bentle,
Executive Director,
Finance ^

David Lloyd, Executive
Director, Operations ^

Matt Rigg,
Executive Director,
Human Resources ^

Open Records Requests,
Personnel Investigations

Jim Hale,
Director of
Transportation

Elizabeth Hord,
Director of Student
Nutrition

Chris Setters,
Director of Technology

TBD.,
Procurement Supervisor

Teal Nally,
Safety Coordinator

Safety Committee, CO
Facility/Space

Jess Dykes, Director
of Public Information
and Community
Engagement

Team Kenton Awards

^ Denotes Cabinet
Position

* Hearing Officer





Rob Haney,
Chief Operations Officer

KCSD Human Resources Team

Back to Main

Matt Rigg
Executive Director of HR
859-957-2686

Elizabeth Lambert
Assistant Director of HR
859-957-2664

Cindy Dusing
Administrative Assistant-HR

859-957-2681

Coordinate **Leave of Absence** process with employees requesting leave

Complete **Open Records Requests** and **verifications of employment**

Complete student teacher and SBDM member criminal background checks and Child and Abuse Neglect (CAN) checks

Create and issue employee ID badges

Beth Cox
HR Coordinator- Region 1

859-957-2611

HR point of contact for all employees and new hires of assigned schools & departments

Manage the District's electronic **substitute management system** and train school personnel on efficient use of the system

Conduct new hire orientations to onboard new and returning members of Team Kenton

Cindy Fry
HR Coordinator-Region 2

859-957-2646

HR point of contact for all employees and new hires of assigned schools & departments

Manage the District's electronic **evaluation management system** and train school personnel on efficient use of the system

Conduct new hire orientations to onboard new and returning members of Team Kenton

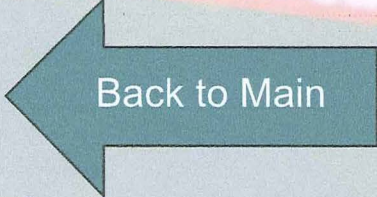
Ali Laughlin
HR Coordinator- Region 3

859-957-2661

HR point of contact for all employees and new hires of assigned schools & departments

Manage the District's electronic **employment application system** and train school personnel on efficient use of the system

Conduct new hire orientations to onboard new and returning members of Team Kenton



Rob Haney,
Chief Operations Officer

Susan Bentle
Executive Director of Finance
859-957-2628

KCSD Finance Team

Erin Harlow
Accounting Supervisor
859-957-2626

MUNIS Administrator	Grants/Special Rev Fund Supervisor
Finance Website	Financial Audit Info & Support
MUNIS/PSST System Support	General Fund Budgets/Reporting
Payroll Position Control Admin	New Projects/Accounts – All Funds
Time & Attendance System Admin	

Ashley Murray
Payroll/Benefits Supervisor
859-957-2639

Bi-Weekly Payroll Supervision	Benefits Open Enrollment/QE
Payroll Adjustments	KY Retirement Systems Reporting
Quarterly & Annual Tax Reporting	Sections 125, 403b, 457 401K Plans
W-2 & ACA 1095 Forms	Payroll Audits & Reporting
AESOP File Processing	ESS Administrator

Cristy Richardson
Finance Bookkeeper

Misty Jones
Finance Bookkeeper

Grace Mason
Finance Bookkeeper

Suzanne Porter
Benefits Coordinator -
Classified

TBD
Payroll/Benefit Specialist
Certified

859-957-2685

- Fixed Asset Processing
- Receipts Processing
- Fund 21 Transactions
- School Fundraisers
- Payroll Vendor Payments
- General Fund Accounting
- CERS Monthly/Annual Reporting
- State Health Ins. Reconcil

859-957-2602

- Invoice Payments
- Travel Payments
- School Bookkeeper Support – EPES System - Redbook
- School Financial Reports
- School Financial Audits
- Receipts Processing

859-957-2690

- Grants Processing
- Grants Reporting
- Federal Health Ins.
- Accounts Payable Support
- Special Revenue Fund Accounting
- SBDM Budgeting
- Medicaid Reporting
- Form 1099 Reporting

859-957-2604

- Benefit Annual Enrollment
- Benefit Changes/KHRIS
- COBRA/Term Processing
- Payroll Processing**
- Classified Xtra Hours**
- Leave Processing**
- Payroll Deduction changes: KCEA, Garnishments, Voluntary Insurance, 457, 401k and 403b Plan Deductions, United Way, CERS, Tax & Direct Deposit

859-957-2629

- Payroll Processing
- Leave Processing
- Payroll Tax Deduction Changes
- Payroll Direct Deposit Changes
- Payroll Invoice Processing
- Benefit Annual Enrollment
- Benefit Changes/KHRIS



David Lloyd,
Executive Director Operations

KCSD Transportation Team

Back to Main

Jim Hale
Director of Transportation
859-356-0253

Sherry Eagler
Asst. Director of Transportation
859-356-0253

Timothy Dierker
Shop Supervisor

859-356-5050

Bus Garage and Maintenance

Chris Harmeling
Area Coordinator

859-331-1487

Special Needs
Blessed Sacrament
Caywood
Dixie
Dixie Sports
Hinsdale
River Ridge
St. Henry
St Joseph
St. Pius
Turkey Foot

Rachel Hartman
Area Coordinator

859-356-0253

Driver Testing
Beechgrove
Kenton
Piner
Simon Kenton
Simon Kenton Sports
St Cecelia
Twenhofel
White's Tower

Linda Streitenberger
Area Coordinator

859-356-5013

Driver Training and Human Resources
Fort Wright
Ryland
Scott
Scott Sports
St Anthony
Summit View Academy
Taylor Mill
Woodland



David Lloyd,
Executive Director Operations

KCSD Student Nutrition Team



Elizabeth Hord
Director of Student Nutrition
859-957-2659

**Paula Hauck,
Administrative Assistant,
Student Nutrition**

859-957-2687

Account adjustments/refund
Requests

Free & Reduced management

Commodity management

Time sheets

Sub entry

Vendor invoice entry

Requisition entry

**Sharee Miles,
Systems Coordinator**

859-308-2800

Managers training

Level 1 training/record keeping

New employee training

Moving of food between schools

**Jenny Smith,
Systems/Operations Coordinator**

859-957-0390

One Source issues/technical issues

Non food purchasing

Vendor-related issues

Vendor invoice entry

Food safety/HACCP

Work orders

Monthly reports



Rob Haney,
Chief Operations Officer

KCSD Support Operations Team

Back to Main

David Lloyd,
Executive Director Operations
322-6127

Chris Baker,
Energy Systems
Coordinator

859-462-2350

Building Automation Controls
Teaches Construction 101
classes
E-Wise Teams
Energy Star Program
SchoolDude Energy Solutions
Maintains utility rate structures
Energy Rebates
Guaranteed Energy
Performance Contracts
Manages Utility Power Share
Agreements

Mike Blau
Maintenance Supervisor

859-468-9590

Building Maintenance including
Plumbing, Electrical,
HVAC, General
Maintenance, Key
Management, and
Playground Safety
Asbestos Management
(LEA-DP) appointee
Designated Compliance
Manager (DCM) for
Underground Ground
Storage Tanks (UST)
Kentucky Facility Inventory and
Control System (KFICS)
Coordinator
Assists with the district
preventative maintenance
program

TBD, Assistant Support
Operations Supervisor

Mike Hogue,
Building Operations
Supervisor

859-322-6129

Oversees the supervision of all
Building Operations
Support staff
Manages all lawn care, athletic
field maintenance, facility
painting, and gym floor
maintenance
Manages small
repair/renovation projects
Oversees all health and fire
inspections

Kevin Pfefferman,
Construction Manager

859-409-0665

Design Team and General
Contractor Selection
Team member for
construction/renovation
projects
Manages budgets for
construction/renovation
projects
Oversees new construction and
renovation projects
Purchases and coordinates
installation for all
purchase items on
construction/renovation
projects
Manages roof assessments
Manages flooring, roofing and
asphalt projects
Teaches Construction 101
classes
Local and state building codes
compliance

TBD,
Procurement Coordinator

859-957-????

Manages Purchasing function
for District
Review board and school
purchase orders; ensure
internal controls are
followed
Develop and provide training to
District personnel on all
elements of purchasing

Cinda Roberts,
Purchasing Agent

859-957-2630

Requisitions and Purchase
Orders
Bids and Request for
Proposals
Trains staff in Purchasing
policies and procedures
District Yearbook Manager

Ronda Smalley,
Admin. Assistant, Support
Operations

859-957-2616

Time Sheets for the
Maintenance and
Building Operations
Support departments
Enters requisitions and
processes purchase
orders for all
Maintenance and
Building Operations
Support requests
Enters, updates, and closes
maintenance work orders
Schedules substitute
custodians
Maintenance Procurement
Cards
Key Fobs for stand-alone key
entry systems



David Lloyd,
Executive Director Operations

KCSD Technology Team

Back to Main

Chris Setters
Director of Technology
859-957-2612

Gary Crawford, Nick Kremer, Chris Schultz, Rob Slone and Posted Position
Network Consultants/Technicians

859-957-2612

- Network Maintenance (Wired & Wireless)
- File Server and Storage Maintenance
- Provide technical assistance and resolution as necessary
- Set up new computer systems and perform routine maintenance
- Ensure that Internet security software is updated and running properly
- Maintain computer equipment and software to ensure secure and efficient operations
- Repair computer hardware and servers as required
- Test and implement new software programs



Rob Haney
Chief Operations Officer

KCSD Communications Team

Back to Main

Jess Dykes

Director of Public Information &
Community Engagement
859-322-6967

Trina Edwards,
Public Information Coordinator

859-957-2662

- Manages and updates district website
- Manages and updates district social media platforms
- Assists with district publications
- Writes and distributes press releases
- Takes photos at district and school events
- Assists in the planning and implementation of district events

Cris Kendall,
Media Coordinator

859-957-0506

- Produces/directs/video records/edits all district videos
- Takes photos at school and district events
- Manages district YouTube channel
- Assists in the planning and implementation of district events



Shawna Harney
Chief Academic Officer

Tara Drysdale
Assistant Superintendent

Karen Hendrix
Director of District Wide Programs

859-957-2605

Mental Health, Behavior Services, FRYSCS, Guidance Counselors,
Governor's Scholars, KTP, Diversity/Inclusion, PBIS, Social and
Emotional Learning, Terrace Metrics, Navigate Threat Assessment

KCSD Reducing Barriers To Learning Team

Back to Main

Mia Neal,
KTP Social Worker

859-992-5741

Provide mental health case management/case coordination and skills building supports to children in a school based setting.

Collaborate and/or develop individualized care (treatment) plans.

Provide crisis intervention and conduct risk assessments.

Rachel Carroll,
KTP Social Worker

859-992-6039

Provide mental health case management/case coordination and skills building supports to children in a school based setting.

Collaborate and/or develop individualized care (treatment) plans.

Provide crisis intervention and conduct risk assessments.

Kelly Heflin
KTP Social Worker

859-992-7166

Provide mental health case management/case coordination and skills building supports to children in a school based setting.

Collaborate and/or develop individualized care (treatment) plans.

Provide crisis intervention and conduct risk assessments.

TBD,
Mental Health
Consultant

859-957-2643

Mental health/SEL consultation, support and training

School-based counseling coordination

Mental Health Data Analysis

Crisis Team

Threat Assessment

Trauma Informed Care

Michelle Boutwell,
Behavior Support
Coordinator

859-957-2672

Behavior/ SEL consultation, support and training

PBIS

Behavior/MTSS Data Analysis

Crisis Team

Trauma Informed Care



Shawna Harney
Chief Academic Officer

KCSD Special Education Team

Mary Beth Huss
Assistant Superintendent

Back to Main

Marta Scott

Director of Special Education | 859-957-2660

Districtwide monitoring of Special Education program and procedures, IDEA, Due Process/State Complaints, manifestations, state reporting, preschool, speech, Medicaid, private schools, district Special Education training, EBD, KTP, Lead Teacher, Special Education Data Analysis, Disability Gap Plan

Danielle Rice,
Assistant Director of
Special Education

Jennifer Bryngelson,
Special Education
Consultant

Nancy Hoffman
Special Education
Admin. Assistant

Tammy Pugh,
Due Process/504
Coordinator

Mindy Hawkins,
Special Education
Consultant

Tracy Adkins,
Special Education
Consultant

859-957-2608

Alternate Assessment
OT/PT
Transportation
SCM
DHH
Community Based Instruction
MSD/STU
Assistive Technology
Visual Impairments
Special Education Data Analysis
Disability Gap Plan

859-957-2621

Direct Consultation for Special Education Instruction and Compliance
MTSS
District Wide Special Education Professional Development
Special Education Data Analysis

859-957-2638

Processes Requisitions, invoices, and travel
Maintains special education supplies and records
Medicaid
Assistive Technology Check In/Check Out

859-957-2637

Due Process
Records Custodian
504
Compliance Reviews
Progress Monitoring Ez Ed Med
Special Education Data Analysis

859-957-2608

Direct Consultation for Special Education Instruction and Compliance
MTSS
District Wide Special Education Professional Development
Special Education Data Analysis

859-957-2623

Direct Consultation for Special Education Instruction and Compliance
MTSS
District Wide Special Education Professional Development
Special Education Data Analysis



KCSD Student Services

Shawna Harney
Chief Academic Officer

Tara Drysdale
Assistant Superintendent

Tom Arnzen

Director of Pupil Personnel 859-957-2679

Student Enrollment, Guardianship, Early Graduation, Home Hospital,
Open Enrollment, tuition,
Administrative Hearing Officer, Basic Diplomas, Truancy and Attendance,
Court Issues, FRAM, District Safety Team

Back to Main

TBD
Jennifer Hinkle & Jamie
Brunswick,
RBTL Interventionists

TBD - 859-322-6108

Jennifer Hinkle
859-462-1100

Jamie Brunswick
859-415-3229

Deliver attendance
interventions and actions
directed by RBTL team

Support students and families
identified as homeless

Support students and families
to improve attendance

Kelly Blevins,
Court Liaison/
Homeless
Coordinator

859-957-2642

Consultation, support and
training around RBTL, court
and homeless program

Court issues and referrals

Liaison with CFHS, CDW
and FAIR Team

Guide and support RBTL
interventionist work

Erin Clark,
Home Hospital
Coordinator

859-341-5260

Home Hospital

Teen Parents

Tonya Young,
Student Information
System Specialist

859-957-2641

Infinite Campus

Matt Wilhoite,
Student Engagement
Coordinator

859-957-2627

Title IX Coordinator

Athletic Directors

School Dude scheduling

Districtwide Activities/Data
Collection and Analysis

Community Education

District Aquatics Center

Facilities contract and usage

Britney Wisher, McKinney
Vento Social Worker

859-957-2618

Homeless program
consultation, support and
training

Direct support for homeless
students and families

Collaborate with RBTL
interventionists



Shawna Harney
Chief Academic Officer

KCSD Student Services

Tara Drysdale
Assistant Superintendent

[Back to Main](#)

Paula Rust

Director of Health Services/Healthy At Work Officer
School Nurses, Medication Training, Immunization
Compliance, District Wellness, District Non Licensed
Health Technicians, Medicaid, District Safety Team



Shawna Harney
Chief Academic Officer

Mary Beth Huss
Assistant Superintendent Teaching &
Learning

KCSD Academic Program Consultants

Back to Main

District Assessment, School Report Card, CDIP/CSIP, District Curriculum Maps & Assessment, Quality Instruction Review & Development, Data Analysis, CIA Planning and Facilitation, Special Education, MTSS, Prep/Prep Plus

Emily Thompson
Academic Program
Consultant

859-957-2680

Core Expectations for Quality Instruction Review, Development, and Implementation

Data Analysis for Adapting Instruction and Improving Achievement for ALL Students

Math Curriculum Review, Development, and Implementation

CIA Planning and Facilitation

Math 180 Data and Instruction Facilitation

Jenny Barrett,
Academic Program
Consultant

859-957-2680

Core Expectations for Quality Instruction Review, Development, and Implementation

Data Analysis for Adapting Instruction and Improving Achievement for ALL Students

Math Curriculum Review, Development, and Implementation

CIA Planning and Facilitation

Math 180 Data and Instruction Facilitation

Deborah Brock, Academic
Program Consultant

859-957-2682

Core Expectations for Quality Instruction, Review, Development, and Implementation

Data Analysis for Adapting Instruction and Improving Achievement for ALL Students

STEM Curriculum Review, Development, and Implementation

CIA Planning and Facilitation

Chemical Hygiene Coordination and Management

Joe Chavez,
Academic Program
Consultant

859-957-2607

Core Expectations for Quality Instruction Review, Development, and Implementation

Data Analysis for Adapting Instruction and Improving Achievement for ALL Students

CIA Planning and Facilitation
District data dashboard

Instructional Technology Facilitation

Missy Hicks,
Academic Program
Consultant

859-957-2682

Core Expectations for Quality Instruction Review, Development, and Implementation

Data Analysis for Adapting Instruction and Improving Achievement for ALL Students

ELA Curriculum Review, Development, and Implementation

CIA Planning and Facilitation

MTSS
Read 180/Sys 44 Data and Instruction Facilitation

Courtney Pitts,
Academic Program
Consultant

859-957-2622

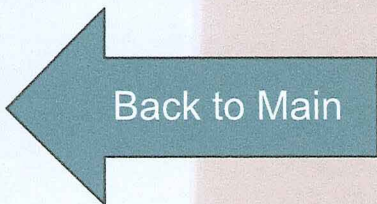
Core Expectations for Quality Instruction Review, Development, and Implementation

Data Analysis for Adapting Instruction and Improving Achievement for ALL Students

Primary Curriculum Review, Development, and Implementation

CIA Planning and Facilitation

iRead Data and Instruction Facilitation



KCSD Early Childhood Team

Shawna Harney
Chief Academic Officer

Malina Owens
Assistant Superintendent

Ellen Zimmer
Director of Early Childhood/Federal Programs
859-957-2679

Early Childhood Initiatives, Title I - Public/Non Public, Title II - Public/ Non Public, Preschool, First Steps, ESS, Early Entrance, Professional Development/EILA, Kindergarten Readiness RTA Grants, Born Learning, Grant Consortium,

Jen Fulmer,
Administrative Assistant,
Early Childhood

859-957-2632

Preschool Enrollment
IC Preschool
Scheduling screening
Master list of students
Parent communication of programming
AEPS management
Data collection for state reporting

Laurie Peace,
Academic Program
Consultant, Public/Non
Public Education

859-957-2684

First Steps transition into preschool

Diagnostician for preschool

TBD,
.5 Academic Program
Consultant, Public/Non
Public Education

859-957-2649

Special ED private Schools

Title I private schools

Linda Vila-Passione,
Family Community
Service Consultant

859-957-2665

Family engagement in Title I schools

Education to families to support students

Community Connector for Early Childhood

Networking community resources to support Families

Outreach to families to find children not yet enrolled



Shawna Harney
Chief Academic Officer

Martha Setters
Assistant Superintendent

KCSD Districtwide Programs

Dr. Francis O'Hara,
Director of Districtwide Programs

859-957-2635

NKU Early Scholars Academy

Dual Credit

Internships

Perkins Grant/TEDS

Essential Workplace Skills Certificate

Individual Student Learning Plan

Northern Ky. Youth Development Center

Virtual Learning Center/Virtual Learning
Software

District Cohorts

Bill Arnzen,
Virtual Learning Supervisor

859-960-0130

Administrative Hearing Placement

School Alternative Placement

Virtual Learning

Collaborate with schools, students and
families of students participating in the
program

Facilitate tutoring for Virtual Learning Center
students

Kacie Adams-Browning,
EL Coordinator

859-957-2613

District Wide Implementation and Monitoring of
English Language Learner Instructional
Programs

Supervision of English Language Learner staff

English Language Learner Family and
Community Engagement

ACCESS testing

District Wide English Language Learner
Professional Development

Data Analysis for Adapting Instruction and
Improving Achievement