



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

**THE KENTON COUNTY BOARD OF  
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY  
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Dr. Henry Webb, Superintendent of Schools

***KCSD ISSUE PAPER***

**DATE:**

April 24, 2018

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve The Early Childhood department requests approval to create the position of "Administrative Assistant – Early Childhood", and abolish the position of "Preschool Secretary" effective July 1, 2018.

**APPLICABLE BOARD POLICY:**

This request is not applicable to a specific board policy. Rather, it is applicable to the District's Mission of providing a world-class education while meeting the District's goal of all students reading at grade level exiting 3rd grade.

**HISTORY/BACKGROUND:**

The Preschool Secretary position is requested to be upgraded to an administrative assistant position to meet the demands of the current position. The position currently supports Early Childhood initiatives which have grown from preschool (3 and 4 year old children) to birth through five year old children. Collaboration with partner organizations, "finding" children at a younger age and building relationships with families is increasing the achievement of students in KCSD. This position works with area school districts with students transferring into preschool, supports First Steps children transitioning into the program, collaborates with partner organizations such as Head Start, Children Inc., United Way, Community Early Childhood Council, area daycares and private preschools, etc. This position is critical to supporting student eligibility, state reporting data, organization for audit systems, community outreach which has all grown and developed. With the focus of including children in the process at younger ages it is an opportunity for the Early Childhood department to find, support and track families as they prepare to enter into the Kenton County School District ready to learn. This will increase the number of days worked from the current secretary level of 197 days per fiscal year to the administrative assistant level of 230 days per fiscal year. .

**FISCAL/BUDGETARY IMPACT:**

Estimated salary increase of \$12,000 - \$16,800 per year compared to the current Secretary – Preschool salary depending on years of experience granted to employee hired into the position.

**RECOMMENDATION:**

Approval to create the position of "Administrative Assistant – Early Childhood", and abolish the position of "Preschool Secretary" effective July 1, 2018.

**CONTACT PERSON:**

**Kenton County Board of Education**

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jessica Jehn  
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

**Ellen Zimmer, Director of Federal Programs/Early Childhood**

Ellen Zimmer  
**Principal**

Malina Owens  
**District Administrator**

[Signature]  
**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 Director. Director –if approved, sign and put in the Superintendent’s mailbox.*

**Kenton County Board of Education**

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