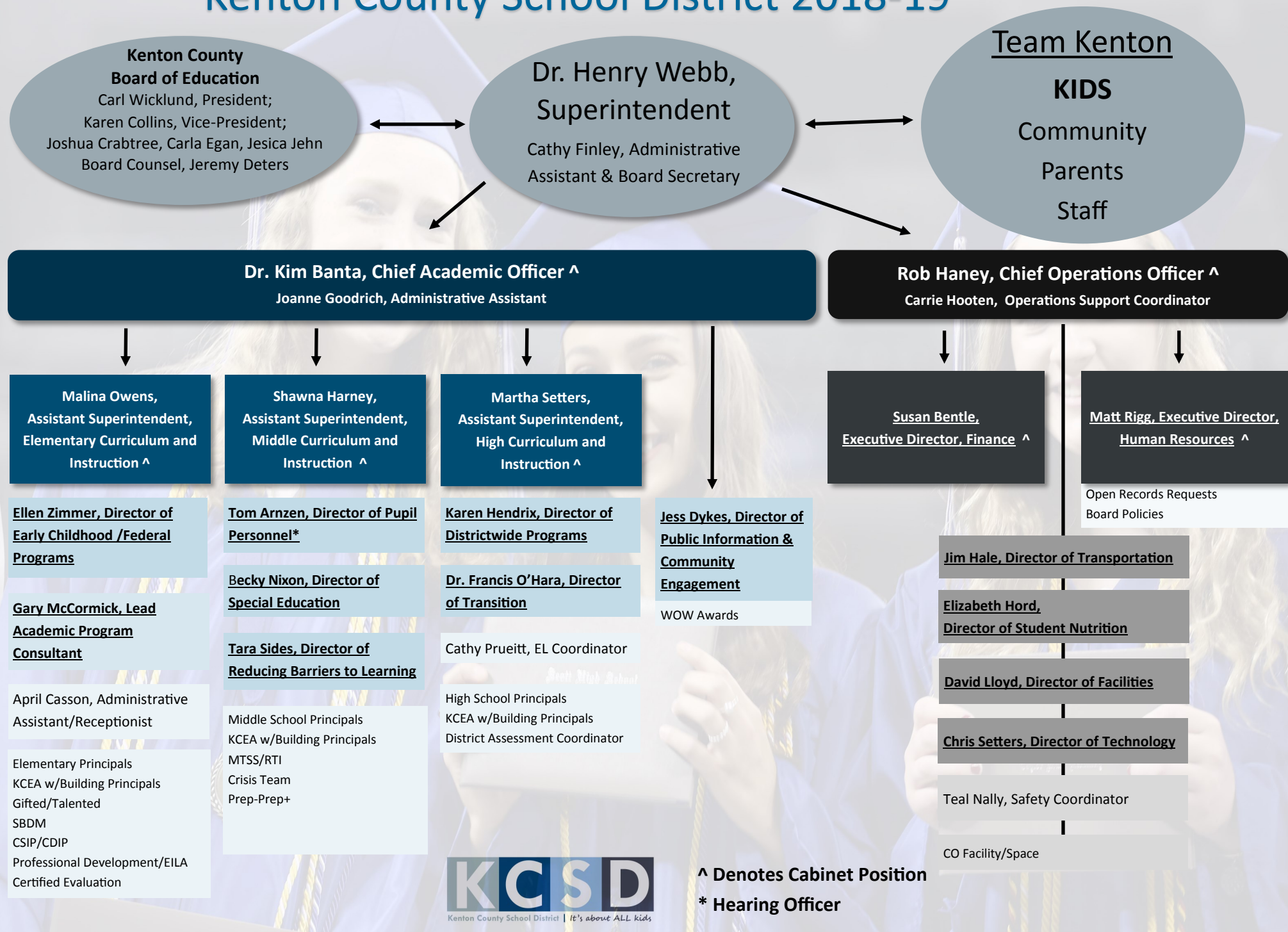


Kenton County School District 2018-19





Rob Haney
Chief Operations Officer

KCSD Human Resources Team

Matt Rigg
Executive Director of HR
859-957-2664

Beth Cox
HR Coordinator—Substitutes

859-957-2611

Provide all substitute and supplemental employees with law, policy and procedure support and clarification

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

Conduct screening interviews of all substitute applicants

Recommend substitute applicants employment recommendations, check for appropriate candidate qualifications once recommended and contact recommended candidates to start the hiring process

Manage the hiring and internal transfer process of all substitute applicants and employees, from recommendation to first day in the position

Conduct new hire orientations to onboard all substitutes to Team Kenton

Cindy Dusing
Administrative Assistant—HR

859-957-2681

Consult with employees on, and manage, Leave of Absence and FMLA
Coordinate and manage the District's Worker's Compensation program

Prepare all Human Resources related correspondence for Board of Education Meetings; including personnel actions, job description updates and other items as requested

Manage the HR Department calendar to remind appropriate HR team members to meet all federal, state and/or board deadlines

Provide support to the HR Director on special projects and routine correspondence as assigned

Complete verification of employment requests from other districts and from financial institutions

Cindy Fry
HR Coordinator-Classified

859-957-2646

Provide all classified employees with law, policy and procedure support and clarification

Post classified positions on the district's employment website, process classified employment recommendations, check for appropriate candidate qualifications once recommended and contact recommended candidates to start the hiring process

Manage the hiring and internal transfer process of all classified applicants and employees, from recommendation to first day in the position

Conduct new hire orientations to onboard all classified employees to Team Kenton

Karen Johnson
HR Coordinator-Supplemental

859-957-2661

Hiring contact for all supplemental positions (coaches, club/activity sponsors) and part-time support personnel (student employees)

First point of contact for all supplemental employees and Athletic Directors when HR information is needed

Schedule background checks for supplemental employee new hires

Diane McMahan
HR Coordinator-Certified

859-957-2644

Provide all certified employees with law, policy and procedure support and clarification

Post certified positions on the district's employment website, process certified employment recommendations, check for appropriate candidate qualifications once recommended and contact recommended candidates to start the hiring process

Manage the hiring and internal transfer process of all certified applicants and employees, from recommendation to first day in the position

Conduct new hire orientations to onboard all certified employees to Team Kenton

Monitor certifications of all certified employees to ensure they are not expired and prompt employees to renew expiring certificates



Rob Haney
Chief Operations Officer

KCSD Finance Team

Susan Bentle
Executive Director of Finance
859-957-2628

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Erin Harlow
Accounts Supervisor

859-957-2626

MUNIS Administrator
Payroll Supervision
HR Liaison
ESS Administrator
W-2, 1099 & 1095 Forms
Retirement Management
& Processing
Grants Supervision
Special Revenue Fund
Accounting
General Fund Accounting
Medicaid Reporting

Sally Gosney
Payroll Specialist

859-957-2629

Payroll Processing
Payroll Tax Deduction
Changes
Payroll Direct Deposit
Changes
Payroll Invoice Processing
Payroll Extra Hours
Processing

Misty Jones
Accounts Payable

859-957-2602

Invoice Payments
Travel Payments
School Bookkeeper
Support
School Financial Reports

Grace Mason
Grants Bookkeeper

859-957-2690

Grants Processing
Grants Reporting
Accounts Payable Support
Special Revenue Fund
Accounting
General Fund Accounting

Suzanne Porter
Benefits Coordinator

859-957-2604

State Health Insurance
State Life Insurance
Insurance Qualifying Event
Processing
FMLA Processing
COBRA Processing
Payroll Deduction changes:
KCEA, Garnishments,
Voluntary Insurance, 457,
401k & 403b Plan Deduc-
tions, United Way, CERS

Cristy Richardson
Bookkeeper

859-957-2685

Fixed Asset Processing
Receipts Processing
Fund 21 Transactions
School Fundraisers
Payroll Vendor Payments
Quarterly Payroll
Reporting
General Fund Accounting



Kim Banta
Chief Academic Officer

KCSD RBTL Team

Shawna Harney
Assistant Superintendent

Tara Sides, Director of Reducing Barriers to Learning , 859-957-2609

RBTL and RBTL Interventionists, Attendance or Truancy, Mental Health, Behavior Services, Diversion, Court issues, Google Apps for Education, Student Enrollment, Guardianship, FRYSCS, Guidance Counselors, Governor's Scholars, KTP

**Bill Arzen, Diversion to
Expulsion Program Head
Teacher**

**Melissa Back, Tasha Heisel
& Kathy Roaden,
RBTL Interventionists**

**Kelly Blevins, Court
Liaison/Homeless
Coordinator**

**Debbie Gilbert,
Mental Health
Coordinator**

**Michelle Boutwell,
Behavior Support
Coordinator**

**Britney Wisher, McKinney
Vento Social Worker**

859-960-0130

Diversion to Expulsion
Program

Collaborate with schools,
students and families of
students assigned to the
program

859-322-6108—Melissa
859-462-1100—Tasha
859-415-3229—Kathy

Support students and families
to improve attendance

Deliver attendance
interventions and actions
directed by RBTL team

Support students and families
identified as homeless

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

859-957-2643

Mental health consultation,
support and training

School-based counseling
services

Advise and support KTP

Drug and alcohol programs

Collaborate with outside
providers

859-957-2672

Behavior and SEL
consultation, support and
training

PBIS

Social emotional learning

Calm classroom/mindfulness

859-957-2618

Homeless program
consultation, support and
training

Direct support for homeless
students and families

Collaborate with RBTL
interventionists



Kim Banta

Chief Academic Officer

Shawna Harney

Assistant Superintendent

KCSD Special Education Team

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Becky Nixon, Director of Special Education, 859-957-2636

**Jenny Miller-Horn,
Assistant Director of
Special Education**

859-957-2660

Assist with district wide monitoring of special education program and procedures
Disseminates information to staff and administrators
Principal Questions
Lead Teacher Meetings
OT/PT
EBD
KTP
Manifestations
Transportation
Preschool
Read and Write
Post Secondary Transition
KCAIT & NKYDC Sped Support

**Nancy Hoffman
Special Education
Admin. Assistant**

859-957-2605

Processes Requisitions
Assists with processing invoices, travel, etc.
Maintains student records and keeps logs of confidential information
Coordinates with other districts in sending and releasing student records
Medicaid: Certification and Cost Reports
Declaration of Participation
Filters Special Education Phone Calls
Maintains supplies
IC questions

**Tammy Pugh,
Due Process/504
Consultant**

859-957-2637

Assist with district wide monitoring of special education program and procedures
Guidance in legal implementation of policies and procedures
Assist with Due Processes
Due Process Folders
Record retention and destruction
Records Custodian
IEP Training
Random Moment Time Samples
504

**Danielle Rice,
Special Education
Consultant**

859-957-2608

Works collaboratively and provides direct consultation in all areas of special education to Beechgrove, Kenton, River Ridge, and White's Tower's staff and administrators.
District wide special education professional development.
Alternate Assessment
Deaf Hard of Hearing
Visual Impairments
Community Based Instruction

**Marta Scott,
Special Education
Consultant**

859-957-2621

Works collaboratively and provides direct consultation in all areas of special education to Ryland, Piner, Hinsdale, Turkey Foot, Woodland, Twenhofel and SVA's staff and administrators
District wide special education professional development

**Suzanne Smith,
Special Education
Consultant**

859-957-2623

Works collaboratively and provides direct consultation in all areas of special education to Caywood, Ft. Wright, Taylor Mill, Dixie, Scott and Simon Kenton's staff and administrators
District wide special education professional development
Post Secondary Transition



Rob Haney
Chief Operations Officer

Transportation Team

Jim Hale
Director Of Transportation
859-356-0253

Sherry Eagler
Assistant Director
859-356-0253

Chris Harmeling

859-356-0253

Special Needs

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

Linda Streitenberger

859-356-5013

Training Department

- Fort Wright
- Ryland
- Scott
- Scott Sports
- St Anthony
- Summit View Academy
- Taylor Mill
- Woodland

TBD,
Area Coordinator

859-331-1487 EXT. 12

Preschool

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



KCSD Pupil Personnel Team

Kim Banta
Chief Academic Officer

Shawna Harney
Asst. Superintendent

Tom Arnzen, Director of Pupil Personnel | 859-957-2679

Student Enrollment, Guardianship, District Athletics and Activities, Early Graduation, District Aquatics, Community Education, STEP program, District Health Services, Home Hospital, Open Enrollment, tuition, administrative hearing officer, Basic Diplomas

Erin Clark, Home Hospital Coordinator	Paula Rust, Health Coordinator	Sarah Steffen, Student Information System Specialist	Matt Wilhoite, Student Engagement Coordinator
859-957-2667	859-957-2640	859-957-2641	859-957-2627
Home Hospital (students with temporary medical conditions expecting 5 or more absences)	School Nurses	Infinite Campus	Title IX Coordinator
STEP	Medication Training		Athletic Directors
School re-entry	Medical Issues		School Dude scheduling
	District Wellness		Districtwide Activities
	Excessive absences due to a medical issue		Community Education
	District non-licensed health technicians		District Aquatics Center
			Facilities contract and use



Kim Banta

Chief Academic Officer

Jess Dykes

Director of Public Information
and Community Engagement

859-322-6967

KCSD Communications Team

**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



Rob Haney
Chief Operations Officer

Elizabeth Hord
Director of Student Nutrition
859-957-2659

KCSD Student Nutrition Team

**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

**Austin Seargent,
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



Kim Banta

Chief Academic Officer

Malina Owens

Assistant Superintendent

KCSD Academic Program Consultants

Gary McCormick, Lead Academic Program Consultant

Collaborate with district and school leadership to direct Academic Program Consultants for:
Quality Instruction Review, Development, and Implementation
Data Analysis and Adapting Instruction to Improve Achievement for ALL Students
Instructional Professional Development Facilitation
CIA Planning and Facilitation
ELA/Social Studies Curriculum Review, Development, and Implementation

Julie Aytes, Academic Program Consultant

859-957-2606

Core Expectations for Quality Instruction Review, Development, and Implementation
Data Analysis for Adapting Instruction and Improving Achievement for ALL Students
Intermediate Curriculum Review, Development, and Implementation
Instructional Professional Development Facilitation
CIA Planning and Facilitation
Read 180/Sys 44 Data and Instruction Facilitation
iRead 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
Instructional Professional Development Facilitation
CIA Planning and Facilitation
Math 180 Data and Instruction Facilitation

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
STEM Curriculum Review, Development, and Implementation
Instructional Professional Development Facilitation
CIA Planning and Facilitation
District data dashboard and one to one technology facilitation
Instructional Technology Facilitation (e.g. Google Certification)

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
Instructional Professional Development Facilitation
CIA Planning and Facilitation
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
Instructional Professional Development Facilitation
CIA Planning and Facilitation
iRead Data and Instruction Facilitation



Rob Haney

Chief Operations Officer

David Lloyd

Director of Facilities

859-322-6127

KCSD Support Operations Team

Manages Purchasing, Maintenance, Support Operations, Construction, and Energy areas

District Facility Needs Assessment

E-Rate Coordinator.

Telephones and Cellular Telephones

Work Order and Preventative Maintenance System Administrator

**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 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

**Danny Mann,
Construction Manager**

859-466-2135

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

**Kevin Pfefferman,
Support Operations
Supervisor**

859-409-0665

Building Maintenance in-
cluding Plumbing,
Electrical, HVAC, Gen-
eral 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

**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,
Administrative 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



Kenton County School District | It's about ALL kids



Rob Haney

Chief Operations Officer

KCSD Technology Team

Chris Setters

Director of Technology
859-957-2612

Gary Crawford, Brett Hord, Nick Kremer and Chris Schultz,
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



Kim Banta
Chief Academic Officer

Malina Owens
Assistant Superintendent

KCSD Early Childhood Team

Ellen Zimmer, Director of Early Childhood/Federal Programs
859-462-0852

Title I - Public/Non Public, Title II - Public/ Non Public, Brigrance Assessment, Preschool, Head Start, First Steps, Me and My School, Early Entrance, Primary Grades, PGA, CECC Chair, Preschool Partnership Grant/ Kindergarten Readiness Summit, RTA Grants, Born Learning, Before and After Care RFP, FRAM Coordinator

Jen Fulmer,
Administrative Assistant
Early Childhood

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

First Steps transition into preschool

Diagnostician for preschool

KC Ratliff, Academic
Program Consultant,
Public/Non Public Education

Special ED private Schools

Title I private schools

Linda Vila-Passione, Family
Community Service
Consultant

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



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

Kim Banta

Chief Academic Officer

Martha Setters

Assistant Superintendent

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Karen Hendrix, Director of Districtwide Programs

859-344-8888

Northern KY Youth Dev. Center
Kenton Co. Teacher Internship Program
Equity/Access

Dr. Francis O'Hara, Director of Transition

859-344-8888

Transition Ready
Dual Credit
Internships
Perkins Grant
Work Ethic Program
Individual Student Learning Plan
Charter School Liaison

