

Issue Paper

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June 16, 2021

AGENDA ITEM (ACTION ITEM):

Receive 2021-2022 KCSD District Organizational Chart

APPLICABLE BOARD POLICY:

01.11

HISTORY/BACKGROUND:

Annually, district leadership develops the organizational chart maximizing staff strengths to ensure effectiveness, efficiency and progress toward ensuring every KCSD child has access to a world class education.

FISCAL/BUDGETARY IMPACT:

NA

RECOMMENDATION:

Receive 2021-2022 KCSD District Organizational Chart

CONTACT PERSON:

Henry Webb

Principal/Administrator District Administrator Systematical Systems of the Company of the Compan

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 School District 2021-22

Kenton County Board of Education

Carl Wicklund, Chairman; Jesica Jehn. Vice-Chairman: Shannon Herold, Karen Collins, Gene Dupin 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, Safety and Professional Development

Rob Haney, Chief Operations Officer ^

Carrie Hooten, Operations Support Coordinator

Mary Beth Huss Assistant Superintendent Teaching & Learning ^

Lesley Smith Assistant Superintendent, Elementary ^

Dorothy Dennie Assistant Superintendent, Middle ^

Tara Drysdale **Assistant** Superintendent, High ^

Susan Bentle **Executive Director.** Finance ^

David Lloyd **Executive Director,** Operations[^]

Malina Owens **Assistant** Superintendent, Human Resources ^

Danielle Rice, **Director of Special Education**

TBD. Director of Instructional **Technology**

Academic **Program Consultants**

Nicol Rogers. Administrative Asst/Receptionist

DAC CDIP/CSIP District Curriculum Superintendent Advisory Council Prep/Prep Plus **District Cohorts**

Ellen Zimmer. **Director of Early** Childhood/Feder al Programs

Elementary Principals Gifted Talented Title I Public/ Non-public

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

Middle School **Principals ESS** Virtual Learning **Dr. Francis** O'Hara, Director of Districtwide **Programs**

Tom Arnzen, **Director of** Pupil Personnel*

Karen Hendrix, **Director of Districtwide Programs**

High School Principals Crisis Team

^ Denotes Cabinet **Position**

* Hearing Officer

Jim Hale. **Director of Transportation**

Elizabeth Hord, **Director of Student Nutrition**

TBD, **Director of Technology**

Teal Nally, **Safety Coordinator**

Jess Dykes, Director of Public Information and Community <u>Engagement</u>





859-957-2681

Cindy Dusing
HR Administrative Assistant

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

Rob Haney,

Chief Operations Officer

Malina Owens

Assistant Superintendent of HR 859-957-2686

Kayla Fischer

Assistant Director of HR 859-957-2664

Beth Cox HR Coordinator Elementary Schools / Substitutes

859-957-2611

HR point of contact for all employees and new hires of elementary schools and substitutes

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 Barbara Higgins
HR Coordinator
Middle & High Schools / District
Special Education & Academic
Program Consultants

859-957-2646

HR point of contact for all employees and new hires of Middle & High Schools / District Special Education & Academic

Program Consultants

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

KCSD Human Resources Team

Ali Laughlin HR Coordinator Building Operations / Student Nutrition / Transportation / Finance / HR / Behavior Support / Health Services

859-957-2661

HR point of contact for all employees and new hires of Building Operations / Student Nutrition / Transportation/ Behavior Support / Health Services / HR / Finance

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

TBD
Asst. Director of Finance

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

Cristy I	Richardson
Finance	Bookkeeper

Misty Jones Finance Bookkeeper

Finance Bookkeeper

Grace Mason

859-957-2685

Fixed Asset Processing

Receipts Processing

Fund 21 Transactions

School Fundraisers

Payroll Vendor Payments

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General Fund Accounting

CERS Monthly/Annual

Reporting

State Health Ins. Reconcil

The state of the s

859-957-2602

Invoice Payments

Travel Payments

School Bookkeeper

Support – EPES System - Redbook

School Financial Reports

School Financial Audits

Receipts Processing

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859-957-2690

Grants Processing Grants Reporting

Federal Health Ins.

Accounts Payable Support

Special Revenue Fund Accounting

SBDM Budgeting

Medicaid Reporting

Form 1099 Reporting

Jenny Smith 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

Suzanne Porter Benefits Coordinator Classified

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

Cindy Fry Payroll/Benefit Specialist Certified

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

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
Crescent Springs Lot

859-331-1487

Blessed Sacrament

Special Needs

Caywood

Dixie

Dixie Sports

Divide Operito

Hinsdale

River Ridge

St. Henry

St Joseph

Turkey Foot

St. Pius

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Rachel Hartman Area Coordinator Twenhofel Lot

859-356-0253

Driver Testing

Beechgrove

Kenton

Piner

Simon Kenton

Simon Kenton Sports

St Cecelia

Twenhofel

White's Tower

Linda Streitenberger Area Coordinator Summit View Lot

KCSD

Transportation

Team

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

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

Sharee Miles Systems Coordinator

859-308-2800

Managers training

Level 1 training/record keeping

New employee training

Moving of food between schools

Suzanne Caithamer 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

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

Chad Atchle
Assistant Maintenance Supervisor

Assists with the district preventative maintenance program

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

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

Jennifer Weis Procurement Coordinator

859-957-2650

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 system**s**



David Lloyd, Executive Director Operations

KCSD Technology Team

Back to Main

TBD

Director of Technology 859-957-2612

Gary Crawford, Nick Kremer. Chris Schultz, Rob Slone and James Dunn 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



Malina Owens

Assistant Superintendent, Human Resources

Jess Dykes

Director of Public Information & 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



David Lloyd,

Executive Director Operations

Teal Nally

Safety Coordinator 859-957-2648

School Resource Officers

Navigate Prepared

School Level Safety Assessments

District Security Equipment and Technology

KCSD Safety Team



Shawna Harney

Chief Academic Officer

Tara Drysdale

Assistant Superintendent

KCSD Reducing Barriers To Learning Team

Karen Hendrix Director of District Wide Programs

859-957-2605

FRYSCS, Guidance Counselors, Governor's Scholars, KTP, Diversity/Inclusion,
Terrace Metrics, Crisis Team, Title IV Part A, NKYDC

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.

Lauren Futscher 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.

Amber Schmidt Mental Health Consultant

859-957-2624

Mental health/SEL consultation, support and training

School-based counseling coordination

Mental Health Data Analysis

Crisis Team

Threat Assessment/Navigate 360

Trauma Informed Care

MTSS

Districtwide Mental Health/SEL Professional Development

Michelle Boutwell Behavior Support Coordinator

859-957-2672

Behavior/ SEL consultation, support and training

PBIS

Behavior Data Analysis

Crisis Team

Trauma Informed Care

Districtwide behavior/SEL Professional Development



Shawna Harney **Chief Academic Officer**

KCSD Special **Education Team**

Back to Main

District Cohorts

Mary Beth Huss

Assistant Superintendent

Danielle Rice

Director of Special Education | 859-957-2660

IDEA, Due Process/State Complaints, manifestations, state reporting, Medicaid, private schools, Lead

		Teacher, Special Education Data Analysis, Disability Gap Plan, Related Service Providers, School Psychologists					
Jennifer Bryngelson Assistant Director of Special Education	Allison Fangman 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	TBD Special Education Consultant	TBD Special Education Consultant
859-957-2621	859-957-2608	859-957-2638	859-957-2637	859-957-2674	859-957-2623		
Transportation DHH Community Based Instruction Visual Impairments Special Education Data Analysis Disability Gap Plan MTSS	Direct Consultation for Special Education Student Support - DX, TF, RR, HN, CA, FW District Wide Special Education Professional Development Special Education Data Analysis Alternate Assessment SCM MSD/STU Disability Gap Plan	Processes Requisitions, invoices, and travel Maintains special education supplies and records Medicaid Assistive Technology Check In/Check Out	Due Process Records Custodian 504 Compliance Reviews/ Analysis Progress Monitoring	Direct Consultation for Special Education Student Support - SK, TW, KN, PN, BG, SVA District Wide Special Education Professional Development Special Education Data Analysis Assistive Technology Disability Gap Plan District Cohorts	Direct Consultation for Special Education Student Support - IG, SC, NKYDC, WD, TM, RY District Wide Special Education Professional Development Special Education Data Analysis Disability Gap Plan District Cohorts EBD KTP	Direct Consultation for Special Education District Wide Special Education Professional Development Special Education Data Analysis Disability Gap Plan District Cohorts	Direct Consultation for Special Education District Wide Special Education Professional Development Special Education Data Analysis Disability Gap Plan District Cohorts



Shawna Harney

Chief Academic Officer

KCSD Student Services

Tara Drysdale

Assistant Superintendent

Tom Arnzen

Director of Pupil Personnel | 859-957-2679

Early Graduation, Administrative Hearing Officer, Basic Diplomas, FRAM Coordinator, District Safety Team, School Secretaries

TBD Administrative Assistant	Jared Laughlin TBD & Jamie Brunswick, TBD, TBD, TBD RBTL Interventionists	Kelly Blevins Court Liaison/ Homeless Coordinator	Erin Clark Home Hospital Coordinator	Tonya Young Student Information System Specialist	Matt Wilhoite Student Engagement Coordinator	Britney Wisher McKinney Vento Social Worker
Infinite Campus data entry	Jared Laughlin - 859-322-6108	859-341-6486	859-957-0598	859-957-2641	859-957-2627	859-341-6486
Generation of reports from Infinite Campus	TBD 859-462-1100	Consultation, support and training around RBTL, court and homeless program	Home Hospital Teen Parents	Infinite Campus support for schools	Title IX Coordinator Athletic Directors	Homeless program consultation, support and training
Data clean up	Jamie Brunswick 859-415-3229	Court issues and referrals		Ongoing collection and reporting of data	School Dude scheduling Districtwide Activities/Data	Direct support for homeless students and families
Assignment of user rights	7BD	Liaison with CFHS, CDW and FAIR Team		SAAR Report LEAD Report	Collection and Analysis Community Education	Collaborate with RBTL Interventionists
Parent/Student portal	TBD	Guide and support RBTL interventionist work		Training of district and school personnel	District Aquatics Center Facilities contract and	Data collection and analysis
	TBD	Data collection and analysis			usage	
	Deliver attendance interventions and actions directed by RBTL team					
	Support students and families identified as homeless					
	Support students and families to improve attendance					



Shawna Harney
Chief Academic Officer

KCSD Student Services

Back to Main

Dorothy Dennie

Assistant Superintendent

Paula Rust

859-957-2640

Director of Health Services/Healthy At Work Officer

School-Based Health Centers, Medication Training, Immunization Compliance, Medicaid, District Safety Team, Direct Supervisor of School Nurses and non-licensed health technicians

TBD District Nurse

Monitor COVID reports

Communicates with families

Support school health officers



Shawna Harney Chief Academic Officer

Mary Beth Huss Assistant Superintendent

KCSD Academic Program Consultants

TBD Academic Program Consultant

TBD Academic Program Consultant TBD Academic Program Consultant Emily Thompson Academic Program Consultant

Jenny Barrett Academic Program Consultant Deborah Brock Academic Program Consultant Joe Chavez
Academic
Program
Consultant

Missy Hicks Academic Program Consultant Courtney Pitts
Academic
Program
Consultant

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 Cohorts

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 Cohorts

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 Cohorts

859-957-2606

Core Expectations for Quality Instruction Review, Development, and Implementation

Data Analysis for Adapting Instruction and Improving Achievement for ALL Students

Social Studies Curriculum Review, Development, and Implementation

CIA Planning and Facilitation

District Data Dashboard

District Cohorts

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

District Cohorts

Superintendent Advisory Council 859-957-2625

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

District Data Dashboard

District Cohorts

Superintendent Advisory Council 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

District Cohorts

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

District Cohorts

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

District Cohorts



Shawna Harney

Chief Academic Officer

KCSD Early Childhood Team

Lesley Smith

Assistant Superintendent

Ellen Zimmer

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

Early Childhood Initiatives, Title I - Public/Non Public, Preschool, First Steps, Early Entrance, Kindergarten Readiness, RTA Grants, Grant Consortium, Before and After School Programs

Jen Fulmer, Administrative Assistant Early Childhood

859-957-2632

Preschool Enrollment

IC Preschool

Parent communication of programming AEPS and KEDS management

Data collection for state reporting

Master list of students

Eligibility determination

Laurie Peace
Academic Program Consultant,
Public/Non Public Education

859-957-2684

First Steps transition into preschool

Preschool Curriculum Review, Development and Implementation (new curriculum and standards)

Core Expectations for Quality Instruction Review, Development, and Implementation

Data Analysis for Adapting Instruction and Improving Achievement for ALL students (AEPS, Sped Data, MTSS, formative assessment)

Direct consultation for Special Education Instruction and Compliance

Early Childhood Professional Development

TBD

Academic Program Consultant, Public/Non Public Education

859-957-2649

Preschool Curriculum Review, Development and Implementation (new curriculum and standards)

Core Expectations for Quality Instruction Review, Development, and Implementation

Data Analysis for Adapting Instruction and Improving Achievement for ALL students (AEPS, Sped Data, MTSS, formative assessment)

Direct consultation for Special Education Instruction and Compliance

Early Childhood Professional Development

Childhood

TBD

Administrative Assistant, Early

Preschool Enrollment

IC Preschool

Parent Communication of programming

Student record management

Process requisitions, invoices and travel



Shawna Harney

Chief Academic Officer

Dorothy Dennie Assistant Superintendent

KCSD ESS and Virtual Learning

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 students

Data analysis for adapting instruction and student achievement

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



Shawna Harney

Chief Academic Officer

Tara Sides

Assistant Superintendent

KCSD Districtwide Programs

Dr. Francis O'Hara Director of Districtwide Programs

859-957-2635

NKU Young Scholars Academy

Dual Credit

Internships

Perkins Grant/TEDS

Essential Workplace Skills Certificate

Individual Student Learning Plan

Virtual Learning/Virtual Learning Software

Regional Career Ready Committees

Title II - Public/ Non Public