

Kenton County School District 2019-20

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 ^

Rob Haney, Chief Operations Officer ^

Carrie Hooten, Operations Support Coordinator

**Malina Owens,
Assistant
Superintendent,
Elementary Curriculum
and Instruction ^**

**TBD,
Assistant
Superintendent,
Middle Curriculum
and Instruction ^**

**Martha Setters,
Assistant
Superintendent,
High Curriculum
And Instruction ^**

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

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

**Karen Hendrix,
Director of Districtwide
Programs**

**Gary McCormick,
Lead Academic Program
Consultant**

**Marta Scott, Interim
Director of Special
Education**

**Dr. Francis O'Hara,
Director of Districtwide
Programs**

Barbara Higgins,
Administrative
Assistant/Receptionist

**Tara Drysdale, Director
of Reducing Barriers to
Learning** [Slide 9](#)

High School Principals
KCEA w/Building Principals
District Assessment
Coordinator
School Report Card

Elementary Principals
KCEA w/Building Principals
Gifted/Talented
SBDM
CSIP/CDIP
Professional
Development/EILA
Certified Evaluation

Middle School Principals
KCEA w/Building Principals
MTSS
Safety Committee
Crisis Team
Prep-Prep+

**Jess Dykes, Director
of Public Information
and Community
Engagement**

Team Kenton Awards

**Susan Bentle,
Executive Director,
Finance ^**

**Matt Rigg,
Executive Director,
Human Resources ^**

Open Records Requests
Personnel Investigations

**Jim Hale,
Director of Transportation**

**Elizabeth Hord,
Director of Student Nutrition**

**David Lloyd,
Director of Facilities**

**Chris Setters,
Director of Technology**

Teal Nally, Safety Coordinator

Safety Committee, CO Facility/Space

^ Denotes Cabinet Position

*** Hearing Officer**



Rob Haney,
Chief Operations Officer

Matt Rigg
Executive Director of HR
859-957-2686

KCSD Human Resources Team

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Elizabeth Lambert
Assistant Director of HR

Beth Cox
HR Coordinator-Substitutes

Cindy Dusing
Administrative Assistant-HR

Cindy Fry
HR Coordinator-Classified

Karen Johnson
HR Coordinator-Certified

859-957-2664

Manages the day-to-day operations of the HR Department

Assists in finding resolutions to matters

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

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

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

859-957-2661

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

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Susan Bentle
Executive Director of Finance
859-957-2628

Erin Harlow
Accounts Supervisor

Sally Gosney
Payroll Specialist

Misty Jones
Accounts Payable

Grace Mason
Grants Bookkeeper

Suzanne Porter
Benefits Coordinator

Cristy Richardson
Bookkeeper

TBD,
Payroll/Benefit
Specialist

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

859-957-2629

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

859-957-2602

Invoice Payments
Travel Payments
School Bookkeeper
Support
School Financial Reports

859-957-2690

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

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 and 403b Plan
Deductions, United Way,
CERS

859-957-2685

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

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



Rob Haney,
Chief Operations Officer

KCSD Transportation Team

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Jim Hale

Director of Transportation
859-356-0253

Sherry Eagler

Asst. Director of Transportation
859-356-0253

Timothy Dierker
Shop Supervisor

859-356-50507

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



Rob Haney,
Chief Operations Officer

Elizabeth Hord
Director of Student Nutrition
859-957-2659

KCSD Student Nutrition Team

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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

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David Lloyd
Director of Facilities
322-6127

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

Mike Hogue,
Building Operations
Supervisor

TBD,
Construction Manager

Kevin Pfefferman,
Support Operations
Supervisor

Cinda Roberts,
Purchasing Agent

Ronda Smalley,
Admin. Assistant, Support
Operations

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

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

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

859-409-0665

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**

859-957-2630

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

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



Rob Haney,
Chief Operations Officer

KCSD Technology Team

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Chris Setters
Director of Technology
859-957-2612

Gary Crawford, Nick Kremer, Chris Schultz and Rob Slone
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

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

KCSD Communications Team

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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

TBD
Assistant Superintendent

Tara Drysdale
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, Diversity/Inclusion

KCSD Reducing Barriers To Learning Team

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Bill Arnzen,
Diversion to Expulsion
Program Head Teacher

859-960-0130

Diversion to Expulsion
Program

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

**Melissa Back, Jennifer
Hinkle & Kathy Roaden,**
RBTL Interventionists

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

Deliver attendance
interventions and actions
directed by RBTL team

Support students and families
identified as homeless

Support students and families
to improve attendance

**Brandy Bonar, Rachel
Carroll & TBD,**
KTP Social Workers

859-992-5741 - Brandy
859-992-6039 - Rachel

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.

Debbie Gilbert,
Mental Health
Coordinator

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

Michelle Boutwell,
Behavior Support
Coordinator

859-957-2672

Behavior and SEL
consultation, support and
training

PBIS

Social emotional learning

Calm classroom/mindfulness



Shawna Harney
Chief Academic Officer

TBD
Assistant Superintendent

Marta Scott
Interim Director of Special Education
859-957-2636

KCSD Special Education Team

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Marta Scott,
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
NKYDC Sped Support
KTAP Sped Support

Jennifer Bryngelson,
Special Education
Consultant

859-957-2621

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

Nancy Hoffman
Special Education
Admin. Assistant

859-957-2638

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
Declaration of Participation
Maintains supplies
IC questions

Tammy Pugh,
Due Process/504
Coordinator

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 Reminders
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, Fort Wright and Ryland's staff and administrators
District wide special education professional Development
Alternate Assessment
Deaf Hard of Hearing
Visual Impairments
Community Based Instruction
Read and write IC questions

Suzanne Smith,
Special Education
Consultant

859-957-2623

Works collaboratively and provides direct consultation in all areas of special education to Caywood, White's Tower, Taylor Mill, Dixie, Scott and Simon Kenton's staff and administrators
District wide special education professional Development
Post Secondary Transition
KCAIT Special Ed support
Read and write IC questions

Shawna Harney
Chief Academic Officer

TBD
Assistant 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, Diversity and Inclusion

KCSD Pupil Personnel Team

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**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**

859-957-2667

Home Hospital (students with temporary medical conditions expecting 5 or more absences)

STEP

School re-entry

**Joanne Goodrich,
Administrative
Assistant**

859-957-2611

Maintains homeschool database

Facilitates cooperation agreements for SEEK money

Maintains private school lists

Prepares expulsion packets for Board

Assists SIS Specialist with Infinite Campus data entry

Schedules admin hearings

Front office support

**Paula Rust,
Health Coordinator**

859-957-2640

School Nurses

Medication Training

Medical Issues

District Wellness

Excessive absences due to a medical issue

District non-licensed health technicians

**Sarah Steffen,
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

Community Education

District Aquatics Center

Facilities contract and use

**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

Malina Owens
Assistant Superintendent

KCSD Academic Program Consultants

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Gary McCormick

Lead Academic Program Consultant, 859-957-2624

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 Implements

**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 and iRead Data and Instruction Facilitation

Teacher and Administrator Cohort Facilitation: Program Development, Resourcing, Implementation

**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

Teacher and Administrator Cohort Facilitation: Program Development, Resourcing, Implementation

**Deborah Brock, Academic
Program Consultant**

TBD

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

Chemical Hygiene Coordination and Management

Teacher and Administrator Cohort Facilitation: Program Development, Resourcing, Implementation

**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

Instructional Professional Development Facilitation

CIA Planning and Facilitation

District data dashboard and one to one technology facilitation

Instructional Technology Facilitation (e.g. Google Certification)

Teacher and Administrator Cohort Facilitation: Program Development, Resourcing, Implementation

**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

Teacher and Administrator Cohort Facilitation: Program Development, Resourcing, Implementation

**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

Teacher and Administrator Cohort Facilitation: Program Development, Resourcing, Implementation

KCSD Early Childhood Team

Shawna Harney
Chief Academic Officer

Malina Owens
Assistant Superintendent

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

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

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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

KC Ratliff,
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

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**Karen Hendrix,
Director of Districtwide Programs**

859-957-2605

Northern KY Youth Dev. Center

Virtual School

PBI

District Cohorts

**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

**Dr. Francis O'Hara,
Director of Districtwide Programs**

859-957-2635

Transition Ready

Dual Credit

Internships

Perkins Grant

Work Ethic Program

Individual Student Learning Plan

Charter School Liaison