

Issue Paper

DATE:

5-26-22

AGENDA ITEM (ACTION ITEM):

Receive the 2023 KCSD Organization Chart

APPLICABLE BOARD POLICY:

01.11 Powers and Duties of the Board

HISTORY/BACKGROUND:

Annually the superintendent presents the district organizational chart to the board of education. The 2023 organizational chart contains minor changes from the previous year.

RECOMMENDATION:

Receive the 2023 KCSD Organization Chart

Superintendent

Kenton County School District 2022-23

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 ^

Misty Jones, Administrative **Assistant & Board Secretary Board Policies**

Team Kenton KIDS

Community **Parents** Staff

Shawna Harney, Chief Academic Officer ^

MTSS, Safety and Professional Development

Joanne Goodrich, Administrative Assistant

Mary Beth Huss Assistant Superintendent Teaching & Learning ^

Danielle Rice,

Special Education

Director of

Joe Chavez,

Instructional

Technology

Director of

Assistant Superintendent, Elementary ^

Ellen Zimmer.

al Programs

Elementary

Principals

Gifted Talented

Director of Early

Childhood/Feder

Lesley Smith

Dorothy Dennie Assistant Superintendent, Middle ^

Paula Rust,

Director of

Health

Assistant Superintendent, High ^

Services/Healthy

at Work Officer Tom Arnzen,

Director of Pupil Personnel*

Middle School Principals **English Language** Development

Tara Drysdale

Amanda **Dempsey** Director of **Districtwide Programs**

Karen Hendrix, **Director of** Districtwide **Programs**

High School Principals Crisis Team Grants

Rob Haney, Chief Operations Officer ^

Carrie Hooten, Operations Support Coordinator

Susan Bentle **Executive Director.** Finance ^

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

> Jim Hale. **Director of Transportation**

Elizabeth Hord, **Director of Student Nutrition**

Matthew Winkler **Director of Technology**

Teal Nally,

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

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

Safety Coordinator

Matt Moore, **Director of** Districtwide **Programs**

Brandy Young, Administrative Asst/Receptionist

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

^ Denotes Cabinet **Position**

* Hearing Officer





Rob Haney, Chief Operations Officer

Malina Owens

Assistant Superintendent of HR 859-957-2686

Kayla Fisher

Assistant Director of HR 859-957-2664

KCSD Human Resources Team

Cindy Dusing
HR Administrative Assistant

Nicole Smith HR Coordinator Elementary Schools / Substitutes Barbara Higgins
HR Coordinator
Middle & High Schools / District
Special Education & Academic
Program Consultants

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

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

859-957-2646

HR point of contact for all employees and new hires of Middle & High Schools

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 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 / District Special Education / CO Staff

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



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



Erin Harlow Accounting Supervisor 859-957-2626

MUNIS Administrator, MUNIS/PSST System Support, Payroll Administrator, Payroll Position Control Admin,

Time & Attendance System Admin

Grace Mason Finance Bookkeeper

859-957-2690

Grants Processing

Grants Reporting

Federal Health Ins. Fund 21 Transactions

Fund 25 Transactions Special Revenue Fund Accounting

SBDM Budgeting

Medicaid Reporting

Receipts Deposit Processing

Rob Haney, **Chief Operations Officer**

Susan Bentle

Executive Director of Finance 859-957-2628

KCSD Finance Team

Katie Smith Asst. Director of Finance 957-2658

Accounts Payable Manager, Invoice & Travel Payments, Fixed Asset Accounting, Follett System Implementation, School Financial Reports, Financial Audit Support, 1099 Forms

Cristy Richardson

859-957-2685

Finance Bookkeeper

Fixed Asset Processing/Audits

Follett System Support

Receipts Trans Posting

School Fundraisers

Payroll Vendor Payments

Accounts Payable Processing

CERS Monthly/Annual Reporting

State Health Ins. Reconcil

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

Jenny Smith

Payroll/Benefits Supervisor

TBD Payroll/Benefits Specialist

859-957-2602

Payroll Processing - Subs & PARAs

Time & Attendance System Support

Time & Attendance System Reporting

Payroll Direct Deposit Changes

Payroll Invoice Processing

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

Special Needs

Blessed Sacrament

Caywood

Dixie

Dixie Sports

Hinsdale

River Ridge

St. Henry

St Joseph

St. Pius

Turkey Foot

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

Monica Trattles Systems Coordinator

859-308-2800

Managers training

Level 1 training/record keeping

New employee training

Moving of food between schools

Jenny Notton 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 Assists with the district preventative maintenance program

Chad Atchley Assistant Maintenance Supervisor

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

Matthew Winkler

Director of Technology

KCSD Technology Team

Back to Main

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



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

KCSD Special Education Team

Back to Main

Mary Beth Huss

Assistant Superintendent

Danielle Rice

Director of Special Education | 859-957-2660

IDEA, Due Process/State Complaints, manifestations, Medicaid, private schools, Lead Teacher, Special Education Data Analysis, Related Service Providers, School Psychologists

7							
Jennifer Bryngelson Assistant Director of Special Education	Nancy Hoffman Special Education Admin. Assistant	Tammy Pugh Due Process/504 Coordinator	Allison Fangman Special Education Consultant	Mindy Hawkins Special Education Consultant	Tracy Adkins Special Education Consultant	TBD Special Education Consultant	Megan Todtenbier Special Education Consultant
859-957-2621 Transportation DHH Community Based Instruction Visual Impairments Special Education Data Analysis MTSS Core Team	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/ Analysis Progress Monitoring Private Schools	859-344-8888 x11393 Direct Consultation for Special Education District Wide Special Education Professional Development Special Education Data Analysis Alternate Assessment SCM MSD/STU District Cohorts	859-344-8888 x11392 Direct Consultation for Special Education District Wide Special Education Professional Development Special Education Data Analysis Assistive Technology District Cohorts	859-344-8888 x11391 Direct Consultation for Special Education District Wide Special Education Professional Development Special Education Data Analysis District Cohorts EBD KTP VI	859-957-2660 Direct Consultation for Special Education District Wide Special Education Professional Development Special Education Data Analysis District Cohorts	859-957-2623 Direct Consultation for Special Education District Wide Special Education Professional Development Special Education Data Analysis District Cohorts Behavior Dashboard Assistive Technology DHH



Shawna Harney

Chief Academic Officer

Mary Beth Huss

Assistant Superintendent

KCSD Academic Program Consultants

Joe Chavez

Director of Instructional Technology 859-957-2607

Missy

Henderson

x11397

1:1 Technology, Data Dashboards, Schoology, Performance Matters, Digital Citizenship, ITCs

Allie Beck 859-344-8888 x11396 Core Expectations for Quality Instruction

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

Tiffany Collier

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

859-344-8888 ×11394

Shannon Pugh

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

Superintendent Advisory Council

859-344-8888

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

859-957-2680

Jenny Barrett

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

Math 180 Data and Instruction Facilitation

District Cohorts

Deborah Brock

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

District Cohorts

Superintendent Advisory Council

859-957-2622

Kristie Cahill

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

859-957-2682

Missy Hicks

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

859-344-8888 x11395

Aaron Sams

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



Shawna Harney

Chief Academic Officer

Mary Beth Huss

Assistant Superintendent

KCSD
Districtwide
Programs

Back to Main

Matt Moore

Director of Districtwide Programs

College and Career Readiness P-12, Internships, Career Based District Dual Credit Programs, Virtual Learning, Individual Learning Plans (ILP), Elementary Project Lead the Way, JROTC, TEDS, Perkins, Essential Workplace Programs

TBD Virtual Learning Supervisor

859-960-0130

Supports students who are placed at the Virtual Learning Center through the administrative hearing process or a school level principal placement

Coordinates transition between school and Virtual Learning Center and back to school

Collaborates with the home school of the student to monitor student progress and put services in place to support student while at the Virtual Learning Center





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, Before and After School Programs, Title II - Public/Non-Public

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

Shelly Simpson

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

Administrative Assistant, Early Childhood

Becky Koch

Preschool Enrollment

IC Preschool

Parent Communication of programming

Student record management

Process requisitions, invoices and travel



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

Karla Allison District Nurse

859-957-2669

Monitor health reports

Support school health officers



Shawna Harney

Chief Academic Officer

Dorothy Dennie
Assistant Superintendent

KCSD English Language Development

Kacie Adams-Browning EL Coordinator

859-957-2613

District Wide Implementation and Monitoring of English Language Learner Instructional Programs

Data Analysis for Adapting Instruction and Improving Achievement

Supervision of English Language Learner staff

English Language Learner Family and Community Engagement

ACCESS testing

District Wide English Language Learner Professional Development



Home School

Support students and families to improve attendance

Shawna Harney

Chief Academic Officer

Dorothy Dennie

Assistant Superintendent

KCSD Student Services

Tom Arnzen

Director of Pupil Personnel | 859-957-2679

Administrative Hearing Officer, FRAM Coordinator, School Secretaries

Marsha Swegman Administrative Assistant	Jennifer Pracht, Jamie Brunswick, Jennifer Fischer and Heather Arnold, RBTL Interventionists	Kelly Blevins Court Liaison/ Homeless Coordinator	Erin Clark Home Hospital Teacher	Angela Weiss Student Information System Specialist	Matt Wilhoite Student Engagement Coordinator	Britney Wisher McKinney Vento Social Worker
859-957-2657	Jennifer Pracht 859-750-1233	859-341-6486	859-957-0598	859-957-2641	859-957-2627	859-341-6486
Infinite Campus data	Jamie Brunswick	Consultation, support and training around	Home Hospital	Infinite Campus	Title IX Coordinator	Homeless program consultation, support
entry	859-415-3229	RBTL, court and homeless program	Teen Parents	support for schools	Athletic Directors	and training
Generation of reports from Infinite Campus	Jennifer Fischer	, 0	Provides home health	Ongoing collection and	School Dude	Direct support for
nom minute Campus	859-552-3286	Court issues and referrals	instruction	reporting of data	scheduling	homeless students and families
Data clean up	Heather Arnold	Liaison with CFHS,		SAAR Report	Districtwide Activities/Data	
Assignment of user	859-322-6108	CDW and FAIR Team		LEAD Report	Collection and	Collaborate with RBTL Interventionists
rights	Deliver attendance	Guide and support		Training of district and	Analysis	Data callection and
Parent/Student porta	interventions and	RBTL interventionist work		Training of district and school personnel	Community Education	Data collection and analysis
Open	actions directed by RBTL team				District Aquatics Center	
Enrollment/Tuition	Cuppert students and	Data collection and analysis			Facilities contract and	
Basic Diploma	Support students and families identified as				usage	
	homeless					



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, School Counselors, Governor's Scholars, KTP, Diversity/Inclusion,
Terrace Metrics, Title IV Part A Budget, NKYDC

Mia Neal KTP Social Worker

859-916-1985

Provide MTSS SEB tiered interventions

Collaborate with school MTSS teams by providing progress monitoring data for individual student interventions and participating in placement decisions

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

Provide crisis intervention and conduct risk assessments.

Danielle Minch KTP Social Worker

859-992-8512

Provide MTSS SEB tiered interventions

Collaborate with school MTSS teams by providing progress monitoring data for individual student interventions and participating in placement decisions

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

Provide crisis intervention and conduct risk assessments.

Lauren Futscher KTP Social Worker

859-992-5741

Provide MTSS SEB tiered interventions

Collaborate with school MTSS teams by providing progress monitoring data for individual student interventions and participating in placement decisions

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

Core MTSS

School-based counseling coordination

Mental Health Data Analysis

Crisis Team

Threat Assessment/Navigate 360

Trauma Informed Care

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

Tara Drysdale

Assistant Superintendent

Amanda Dempsey

Director of Districtwide Programs | 859-572-5732 Young Scholars Academy

Alyssa Morgan NKCES YSA Coordinator

859-572-5732

Develop and implement coursework for YSA freshman seminar course, new scholar orientation and parent workshops

Plans and implements events to promote regional community, build program culture, and facilitate scholar acclimation to college education, college admission and scholarships

Refers scholars to services they may need

Collaborates with all YSA staff

Serves as parent liaison for enrolled and prospective scholars

Facilitate application and selection process with regional stakeholders

Coordinates all required KDE testing with regional school districts

KCSD Districtwide Programs