

# Hillview Academy

“A Peaceful Place to Learn”

An Integral Contributor to the Spencer County School System

Restructuring to Increase Student and School Support

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# Rationale

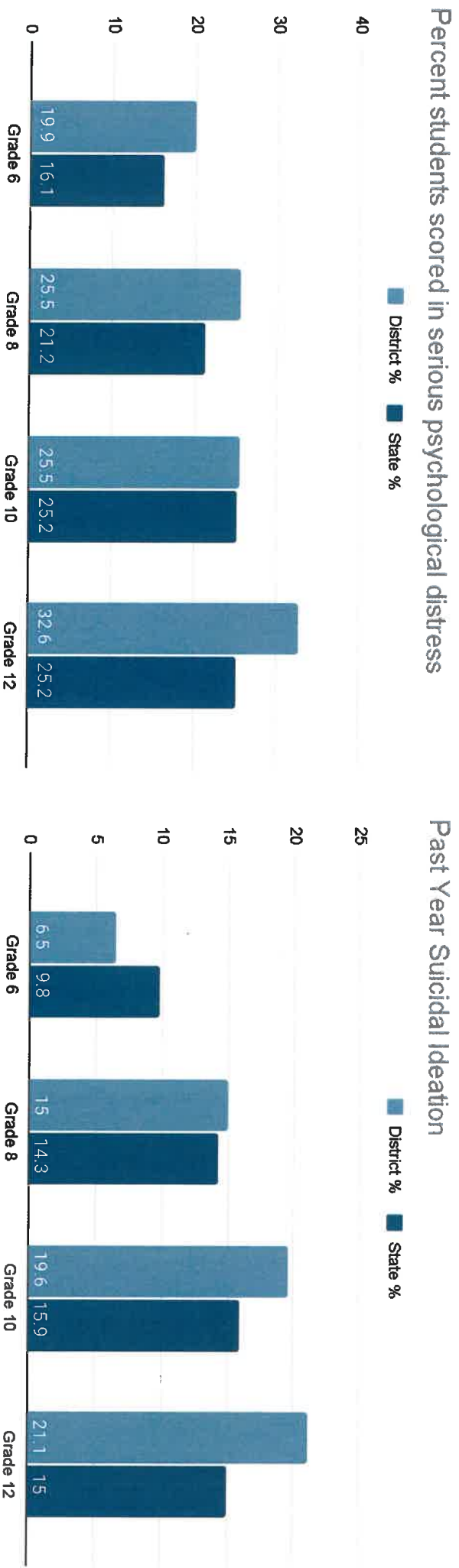
July 2021 - Participants in the District Leadership Retreat identified several short and long-term needs for Spencer County Schools which included increased focus on meeting student academic, behavioral, and attendance needs through the MTSS framework.

October 2021 - Board of education members, district and school leadership worked together to further identify and refine needs, resources and possible solutions. Two of the top priorities identified were 1.) increased focus on the MTSS process and 2.) supporting staff and student mental health.

August 2021-May 2022 Numerous district and school leaders have met to further refine how to clearly identify and meet needs as designated by the Board during the October meeting. These groups included the District/School/Program Administrator Team, Program Managers Team, MTSS teams, District Behavior Planning Team, District Mental Health Team, Instructional Coach teams and other ad hoc groups. Based on demonstrated need, one of the solutions included restructuring Hillview in order to better leverage the resources available in that environment as part of the MTSS system and to address more urgent mental health needs.

# Identified Need # 1 - Supporting Student Mental Health

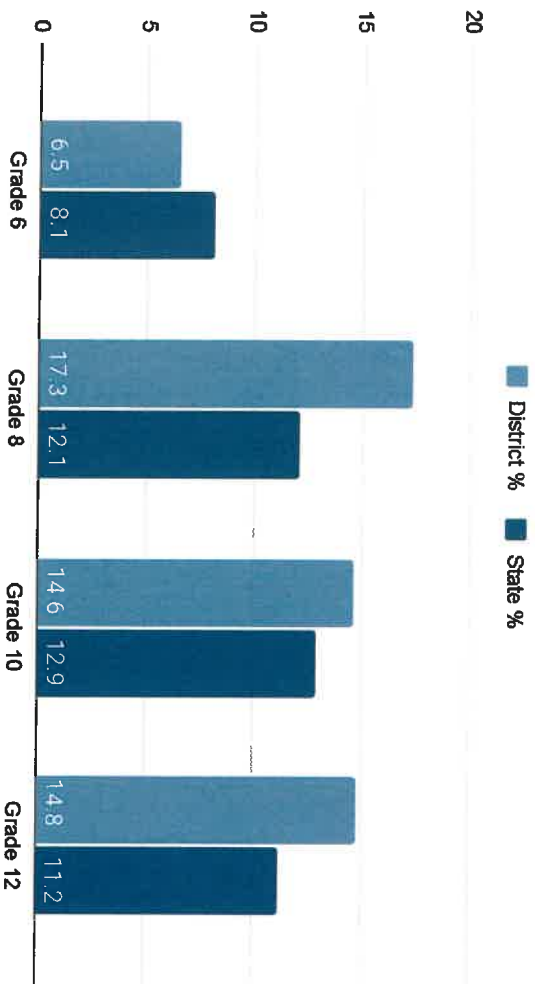
Evidence 1 - Fall 2021 Spencer County Kentucky Incentives for Prevention (KIP) Survey Data shows significant need for Student Mental Health support



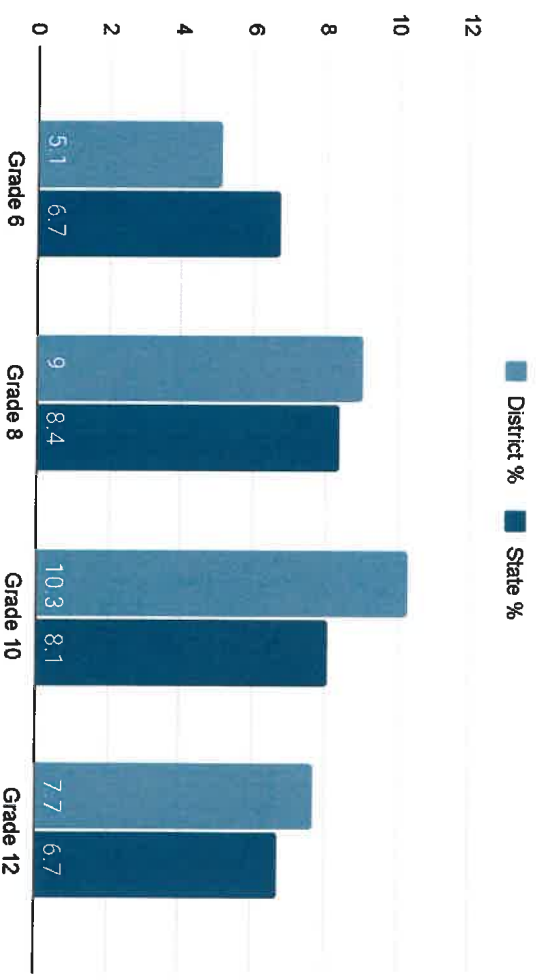
# Identified Need # 1 - Supporting Student Mental Health

Evidence 1 - Fall 2021 Spencer County Kentucky Incentives for Prevention (KIP) Survey Data shows significant need for Student Mental Health support

Made a Suicide Plan in the Past Year



Attempted Suicide in the Past Year



# Identified Need 1: Supporting Student Mental Health

Evidence:

1. 21-22 SCPS Mental Health Professionals (2)  
Workload
2. Over 2800 Student contacts
3. 182 students receiving regular services
4. 49 students involved in special groups
5. 11 Parent/Guardians received services
6. 6 Staff Received Services
7. 34 Students on waiting list who we could not serve

Solution:

1. Increase Social/Emotional Learning at individual schools
2. Early identification of high risk students via DESSA screener
3. Coordination of Services among all Mental Health support staff (Counselors, Mental Health Professionals, FRYSC, etc.)
4. Addition of Mental Health Support at The Healing Center at Hillview - Certified staff and IA
5. Addition of Transition Support Specialist to facilitate transitions from Residential placement or referral and back to schools
6. Placement to The Healing Center may also be staff referral or family request

# Ensuring Continuous Academic Progress for Suspended Students

## Evidence:

1. 104 students had 137 out of school suspensions in 2021-22 for an estimate of at least 420 attendance days. These students were typically suspended for 1 to 5 days, with an average of 3 days. (Loss of \$10,129)
2. Concerning behaviors have significantly increased after the pandemic, both in our district and nationwide.
3. Surveys from Education Week show that 52 percent of survey respondents from districts that had offered mostly in-person instruction the previous year said students are misbehaving more this school year, compared with the previous year.

## Solution:

1. Increase Social/Emotional Learning at individual schools
2. Refine/Create Positive Behavior Intervention System (PBIS) at all schools
3. Ensure clear and consistent Behavior MTSS at all schools
4. Addition of School Safety Room at Hillview to serve students suspended from their school - classified employee to supervise
5. Addition of Transition Support Specialist to facilitate transitions to/from Hillview/schools

# Supporting Students in transition to and from Hillview placement

## Evidence:

1. Due to the large number of Mental Health, Behavior and Academic needs this year, students need more support and flexibility in transitions between appropriate placements.
2. Coordination of services and communication has also become more problematic due to the number of students and the number of staff involved. Hillview is a crucial piece of a successful MTSS system in Spencer County Schools.

## Solution:

1. Refined Transition process is being aligned with district/school MTSS processes
2. Transition Support Specialist position - (Family Advocate level) - Will work with Hillview staff, medical specialist, schools and other professionals to plan, facilitate and support successful transitions.



# Hillview Academy

**“A Peaceful Place to Learn”**

Providing and coordinating services  
for students in a safe space



Multiple environments to support  
alternative education for students

## Behavior Program

Discovering the causes of behavior  
and building strategies to overcome



## The Healing Center

A quiet and respectful place to deal  
with mental health difficulties

## School Safety Room

A supervised suspension for student  
discipline while continuing services



## Virtual Academy

A homebase to house our virtual  
students in a school environment



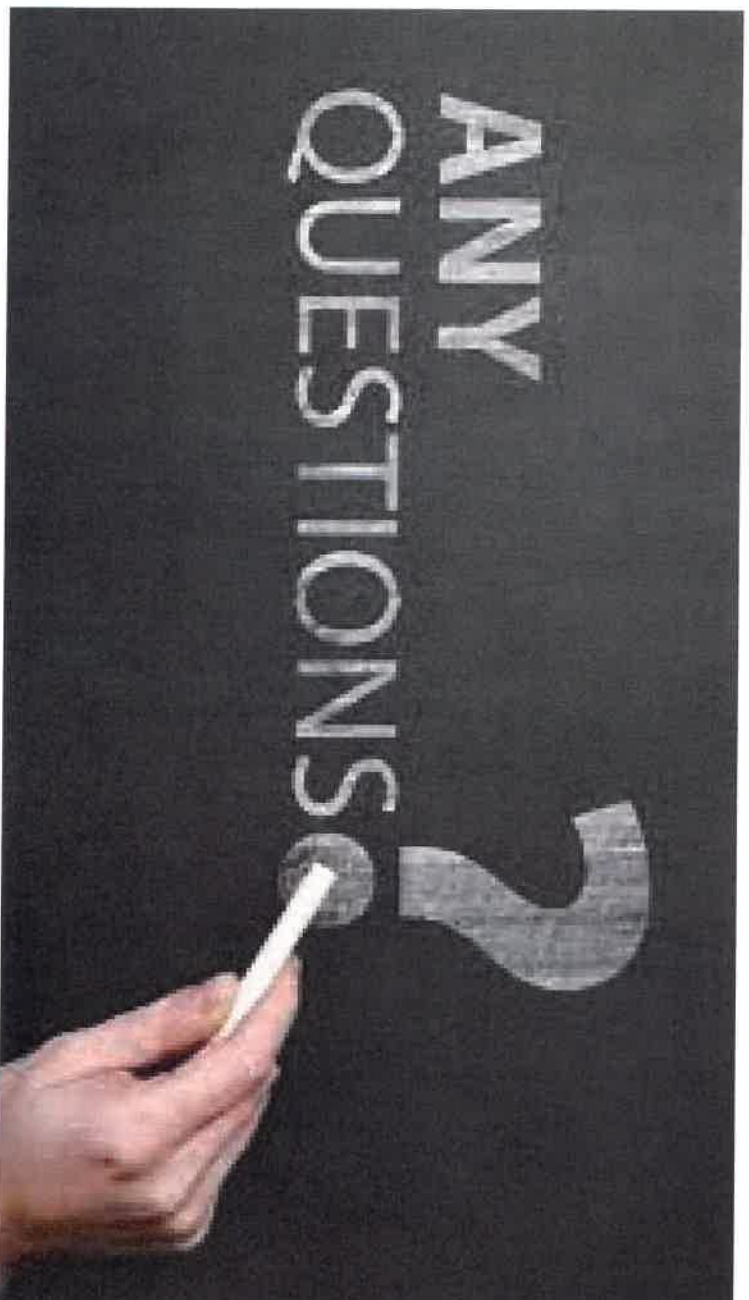
# Hillview Academy

## Costs and Offsets

|                                     | Principal /<br>Mental Health<br>Specialist | Healing Center<br>Teacher | School Safety<br>Room 1A | Transition<br>Support<br>Specialist |
|-------------------------------------|--|---------------------------|--------------------------|-------------------------------------|
| Existing position to<br>be retitled | Existing position to<br>be retitled        | New Position              | New Position             | New Position                        |
| Current Days /<br>Increment         | 250 / 9%                                   | —                         | —                        | —                                   |
| Proposed Days /<br>Increment        | 250 / 9%                                   | 185                       | 180                      | 180                                 |
| New cost to the<br>district         | \$0.00                                     | \$0.00                    | See Salary Schedule      | See Salary Schedule                 |
| Cost offsets                        | —  | GT Position               | \$10,129 in SEEK         | —                                   |

# **Hillview Academy**

**“ A Peaceful Place to Learn”**





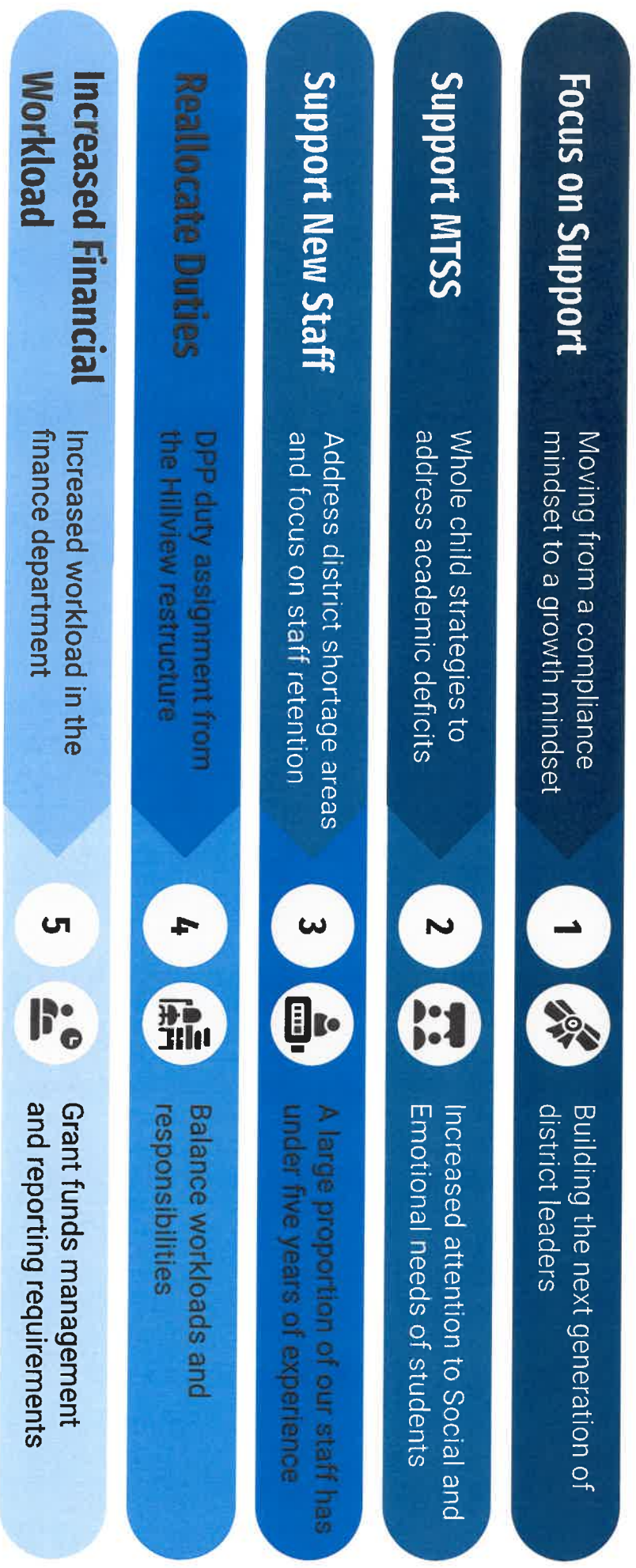
# Central Office Reorganization Proposal

Improving School and Student Support



# Central Office Reorganization

## Why Reorganize?



# Central Office Reorganization

Chief Academic Officer



## Curriculum

Alignment of standards based curriculum PK-12th



## Assessment

Designing assessments to drive instruction and close gaps



## Instruction

Implementation of research-based instructional strategies



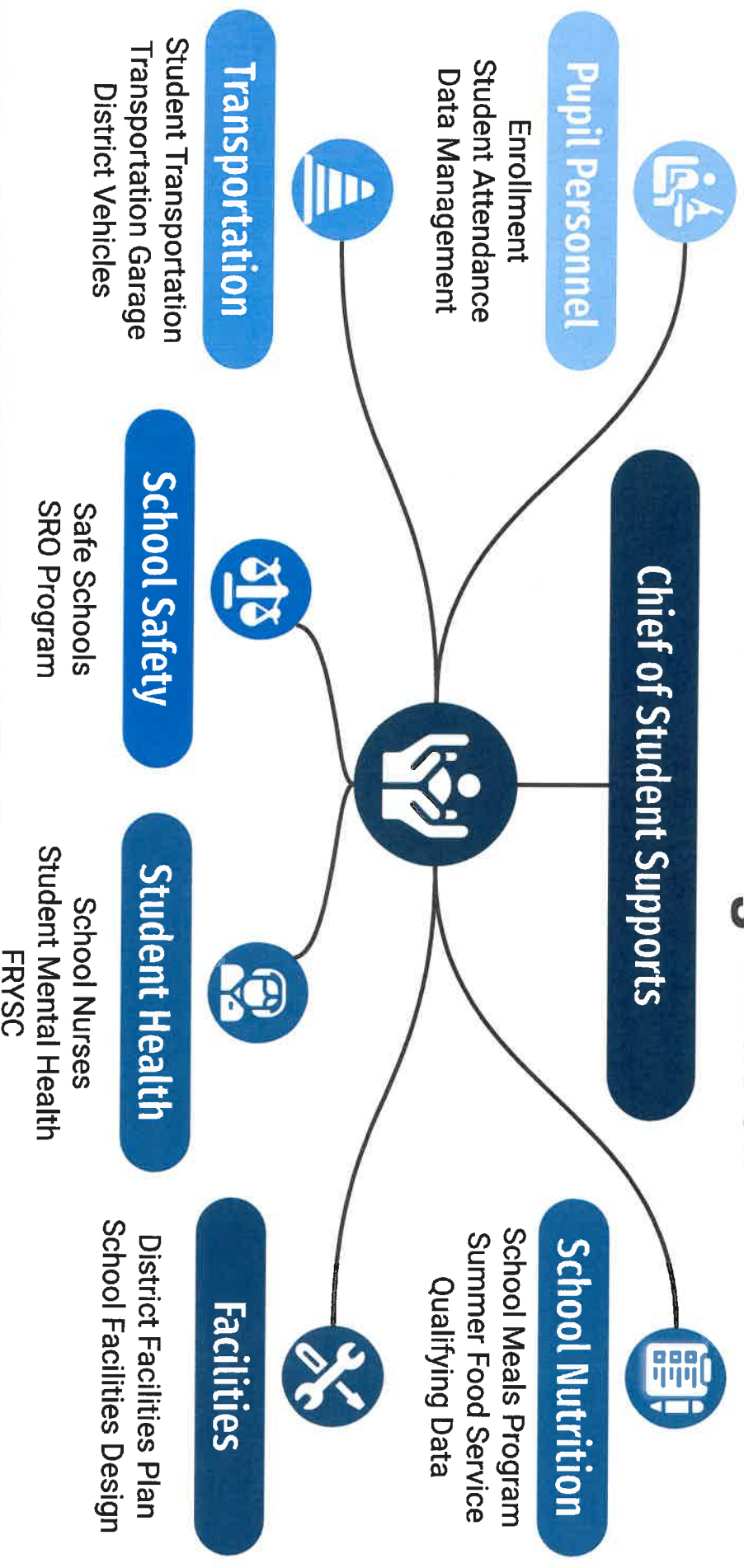
## Academic MTSS

Trains teachers in strategies to reach non-traditional learners





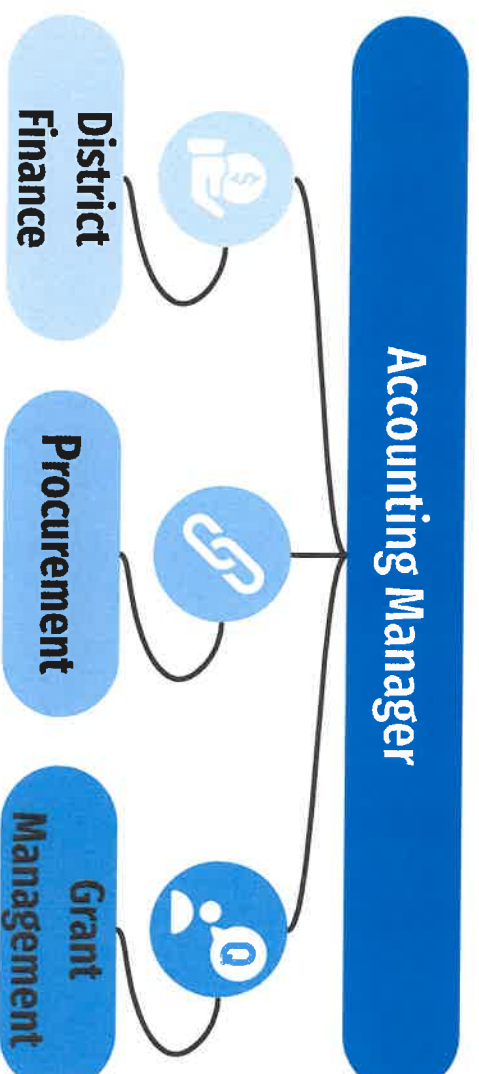
# Central Office Reorganization



The CSS coordinates non-instructional factors in support of the MTSS/RTI program for student achievement



# Central Office Reorganization



# Central Office Reorganization

## ADA and Enrollment

Our district is on a growth trend as housing continues to boom in Spencer County.

Our pre-COVID ADA held steady in the mid 94th percentile.

We need to support schools in encouraging attendance to recover learning time and stabilize funding.

| School Year | ADA   | Enrollment |
|-------------|-------|------------|
| 2011-2012   | 95.09 | 2724       |
| 2012-2013   | 94.64 | 2816       |
| 2013-2014   | 94.98 | 2796       |
| 2014-2015   | 94.61 | 2810       |
| 2015-2016   | 94.73 | 2818       |
| 2016-2017   | 94.77 | 2841       |
| 2017-2018   | 94.67 | 3020       |
| 2018-2019   | 94.88 | 3069       |
| 2019-2020   | 94.68 | 3122       |
| 2020-2021   | N/A   | 3118       |
| 2021-2022   | 92.4  | 3063       |

# Central Office Reorganization

## Costs and Offsets

|                                  | Chief Academic Officer   | Chief of Student Supports                             | Accounting Manager           |
|----------------------------------|--------------------------|---|------------------------------|
| Existing position to be retitled | Assistant Superintendent | Director of Operations                                | New Position                 |
| Current Days / Increment         | 250 / 17%                | 250 / 5%  | —                            |
| Proposed Days / Increment        | 250 / 17%                | 250 / 17%   | 260                          |
| New cost to the district         | \$0.00                   | \$8,000 to \$10,000                                   | See Attached Salary Schedule |
| Cost offsets                     | —                        | \$6,500 from Facilities<br>\$3,500 from 145 SEEK days | Indirect cost from grants    |

# Central Office Reorganization

## Questions?



## **MAINTENANCE SUPERVISOR**

**REPORTS TO: Chief, Operations Division**

### **QUALIFICATIONS:**

- High school diploma or G.E.D. certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
- Four years increasingly responsible skilled maintenance experience related to assigned area of responsibility.
- Valid Kentucky drivers license.

### **JOB GOALS:**

Plan, organize, schedule, assign and review maintenance work for the District; train, supervise and evaluate the work of assigned employees.

Will be an ambassador for Spencer County Public Schools and commit to offering excellent customer service to students, parents, and staff.

### **CRITICAL SKILLS/EXPERTISE REQUIRED:**

#### **KNOWLEDGE OF:**

- Methods, materials, and equipment used in the various building maintenance trades such as carpentry, plumbing, painting, electrical, heating and ventilating and air conditioning as assigned.
- Building construction practices and laws governing the construction and repair of public buildings.
- Appropriate safety precautions and procedures.
- Health and safety regulations.
- Applicable State, County and City laws, codes and regulations related to building and grounds maintenance operations.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Record-keeping techniques

### **ESSENTIAL JOB FUNCTIONS:**

#### **ABILITY TO:**

- Perform a variety of responsible duties related to the supervision of maintenance operations and activities.
- Plan, organize, schedule, assign and review maintenance work.
- Train, supervise and evaluate personnel.
- Prioritize and schedule work.
- Estimate materials and labor costs.
- Plan, lay out, direct and control a maintenance work program.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Perform heavy physical labor.
- Observe legal and defensive driving practices.

### **PERFORMANCE AND RESPONSIBILITIES:**

- Shall oversee custodial and maintenance services of the District.
- Plan, organize, coordinate and oversee day-to-day maintenance activities to assure the proper and efficient maintenance and repair of District buildings and facilities.
- Train, supervise and evaluate the performance of assigned maintenance staff; assign and review work and participate in the selection of new personnel as assigned.

- Develop and prepare work schedules; review maintenance reports and work orders; prioritize and coordinate duties and assignments to assure effective workflow and facilitate operations; coordinate responses to emergency calls.
- Prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, work requests, work performed and safety issues as assigned.
- Conduct inspections of buildings and facilities to determine maintenance and repair needs and quality of work performed; recommend the removal of fire, safety or health hazards including asbestos-related issues; instruct staff in safe work practices.
- Participate in the establishment and implementation of a systematic preventive maintenance program; investigate vandalism as necessary.
- Assist in determining needed equipment, materials and supplies for the District maintenance operations; requisition a wide variety of supplies, maintenance tools and equipment.
- Shall work cooperatively with Building Principals relating to custodial and maintenance services.
- Perform related duties as assigned.

#### **PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

#### **TERMS OF EMPLOYMENT:**

1. Work year is comprised of 260 days.
2. Salary commensurate with adopted classified personnel salary schedule.
3. Sick leave, emergency leave, personal leave and off-days as stated in Board policy. Utilize excused sick leave in compliance with the provisions of KRS 161.155.

#### **EVALUATION:**

Performance of this position will be evaluated in accordance with Board Policy on Evaluation of Director of Maintenance and Facilities as Classified Personnel. Evaluation will be conducted by the Superintendent.

I have read and understand the terms set forth in this job description.

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Signature

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Date

| DIRECTOR OF<br>MAINTENANCE &<br>FACILITIES<br>(salaried position)<br>2021-22 (including<br>3%) |             | ANNUAL<br>SALARY | MAINTENANCE-<br>HVAC CERTIFIED<br>2021-22 |             | Difference of<br>Hourly Pay<br>Rate | PROPOSED<br>HOURLY RATE<br>adding \$2.00 |             | PROPOSED<br>SALARY | DIFFERENCE<br>between<br>Director(2022-23)<br>and Proposed<br>Maintenance Supv |
|--|-------------|------------------|---|-------------|-------------------------------------|--|-------------|--------------------|--|
| STEP   | HOURLY RATE |                  | STEP                                      | HOURLY RATE |                                     | STEP                                     | HOURLY RATE |                    |  |
| 0  | \$28.29     | \$58,845.09      | 0   | \$19.50     | \$8.79                              | 0  | \$24.94     | \$51,875.20        | \$6,969.89   |
| 1  | \$28.44     | \$59,158.80      | 1   | \$19.63     | \$8.81                              | 1  | \$25.07     | \$52,145.60        | \$7,013.20   |
| 2  | \$28.59     | \$59,472.51      | 2   | \$19.76     | \$8.84                              | 2  | \$25.20     | \$52,416.00        | \$7,056.51   |
| 3  | \$28.74     | \$59,786.23      | 3   | \$19.88     | \$8.86                              | 3  | \$25.33     | \$52,686.40        | \$7,099.83   |
| 4  | \$28.89     | \$60,099.94      | 4   | \$20.01     | \$8.89                              | 4  | \$25.46     | \$52,956.80        | \$7,143.14   |
| 5  | \$29.05     | \$60,413.65      | 5   | \$20.13     | \$8.91                              | 5  | \$25.59     | \$53,227.20        | \$7,186.45   |
| 6  | \$29.20     | \$60,727.37      | 6   | \$20.26     | \$8.94                              | 6  | \$25.72     | \$53,497.60        | \$7,229.77   |
| 7  | \$29.35     | \$61,041.08      | 7   | \$20.38     | \$8.96                              | 7  | \$25.85     | \$53,768.00        | \$7,273.08   |
| 8  | \$29.50     | \$61,354.80      | 8   | \$20.51     | \$8.99                              | 8  | \$25.98     | \$54,038.40        | \$7,316.40   |
| 9  | \$29.65     | \$61,668.51      | 9   | \$20.64     | \$9.01                              | 9  | \$26.11     | \$54,308.80        | \$7,359.71   |
| 10   | \$29.80     | \$61,982.22      | 10  | \$21.76     | \$8.04                              | 10                                       | \$26.24     | \$54,579.20        | \$7,403.02   |
| 11   | \$29.95     | \$62,295.94      | 11  | \$21.89     | \$8.06                              | 11                                       | \$26.37     | \$54,849.60        | \$7,446.34   |
| 12   | \$30.10     | \$62,609.65      | 12  | \$22.01     | \$8.09                              | 12                                       | \$26.50     | \$55,120.00        | \$7,489.65   |
| 13   | \$30.18     | \$62,766.51      | 13  | \$22.14     | \$8.04                              | 13                                       | \$26.63     | \$55,390.40        | \$7,376.11   |
| 14   | \$30.25     | \$62,923.36      | 14  | \$22.27     | \$7.99                              | 14                                       | \$26.76     | \$55,660.80        | \$7,262.56   |
| 15   | \$30.46     | \$63,364.05      | 15  | \$22.48     | \$7.98                              | 15                                       | \$26.98     | \$56,118.40        | \$7,245.65   |
| 16   | \$30.54     | \$63,521.68      | 16  | \$22.61     | \$7.93                              | 16                                       | \$27.11     | \$56,388.80        | \$7,132.88   |
| 17   | \$30.62     | \$63,679.32      | 17  | \$22.74     | \$7.88                              | 17                                       | \$27.24     | \$56,659.20        | \$7,020.12   |
| 18   | \$30.69     | \$63,836.95      | 18  | \$22.86     | \$7.83                              | 18                                       | \$27.37     | \$56,929.60        | \$6,907.35   |
| 19   | \$30.77     | \$63,994.58      | 19  | \$22.99     | \$7.78                              | 19                                       | \$27.50     | \$57,200.00        | \$6,794.58   |
| 20   | \$30.84     | \$64,152.22      | 20  | \$24.12     | \$6.73                              | 20                                       | \$27.63     | \$57,470.40        | \$6,681.82   |
| 21   | \$30.92     | \$64,309.85      | 21  | \$24.24     | \$6.68                              | 21                                       | \$27.76     | \$57,740.80        | \$6,569.05   |
| 22   | \$30.99     | \$64,467.48      | 22  | \$24.37     | \$6.63                              | 22                                       | \$27.89     | \$58,011.20        | \$6,456.28   |
| 23   | \$31.07     | \$64,625.12      | 23  | \$24.49     | \$6.58                              | 23                                       | \$28.02     | \$58,281.60        | \$6,343.52   |
| 24   | \$31.15     | \$64,782.75      | 24  | \$24.62     | \$6.52                              | 24                                       | \$28.15     | \$58,552.00        | \$6,230.75   |
| 25   | \$31.36     | \$65,231.98      | 25  | \$24.85     | \$6.52                              | 25                                       | \$28.37     | \$59,009.60        | \$6,222.38   |
| 26   | \$31.44     | \$65,390.39      | 26  | \$24.97     | \$6.47                              | 26                                       | \$28.50     | \$59,280.00        | \$6,110.39   |
| 27   | \$31.51     | \$65,548.80      | 27  | \$25.10     | \$6.41                              | 27                                       | \$28.63     | \$59,550.40        | \$5,998.40   |
| 28   | \$31.59     | \$65,698.77      | 28  | \$25.23     | \$6.36                              | 28                                       | \$28.76     | \$59,820.80        | \$5,877.97   |
| 29   | \$31.66     | \$65,848.73      | 29  | \$25.36     | \$6.30                              | 29                                       | \$28.89     | \$60,091.20        | \$5,757.53   |
| 30   | \$31.73     | \$65,998.70      | 30  | \$25.49     | \$6.24                              | 30                                       | \$29.02     | \$60,361.60        | \$5,637.10   |



## **ACCOUNTING MANAGER**

**REPORTS TO:** Finance Officer

### **JOB GOALS**

Oversee and perform various accounting duties related to accounts payable, accounts receivable, payroll and general accounting.

Will be an ambassador for Spencer County Public Schools and commit to offering excellent customer service to students, parents, and staff.

### **CRITICAL SKILLS/EXPERTISE REQUIRED:**

Knowledge of accounting systems and internal control.

Experience with accounting software.

Effective written and oral communication skills.

Skilled in areas of math, logic, reasoning, and research.

Attention to detail and deadline oriented.

Proficient in Excel.

Experience with MUNIS software preferred.

### **PERFORMANCE AND RESPONSIBILITY:**

- Prepare and send out invoices for reimbursements, making proper accounting entries initially and upon receipt of payment.
- Assist with collecting, safekeeping, and distributing all funds to the appropriate fund accounts and programs.
- Review purchasing documents and ensure procurement policies have been followed.
- Review payroll records to ensure appropriate payments are made and assigned to proper account codes.
- Review monthly, quarterly, and annual payroll remittances.
- Demonstrate a thorough knowledge of Redbook requirements and assist Finance Officer with answering questions regarding school bookkeeping practices.
- Review monthly school financial reports.
- Perform occasional school accounting record reviews.
- Assist with training school bookkeepers.
- Perform monthly bank reconciliation.
- Prepare assigned financial reports, such as Federal Cash Requests, Medicaid billings, and grant reports for review and submission by the Finance Officer.
- Maintain fixed asset records.
- Assist with grant applications and monitoring grants for budgetary compliance.
- Update district personnel as needed regarding finance issues.
- Assist with the MUNIS system administration role, menu access, password reset, and installing program updates and releases.
- Assist in maintaining an effective system of internal controls, including maintaining proper segregation of duties in the Finance Department to safeguard Board assets.
- Assist in preparing the district's budgets (draft, tentative, and working), annual financial report, and other periodic reports.
- Prepare and record journal entries and budget amendments as needed.

- Assist with year-end close process and preparing for the annual external audit through analyzing general ledger accounts and developing spreadsheets needed for the auditors.
- Assist with continuous improvement of Finance Department processes.
- Respond to questions from district staff, vendors, and others.
- Perform other duties as assigned by the Finance Officer or the Superintendent.

**REQUIREMENTS:**

High School Diploma and/or GED; minimum two years of accounting experience, school finance experience preferred. Degree in accounting preferred.

**PHYSICAL DEMANDS:**

- Work performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds

**TERMS OF EMPLOYMENT:**

1. Work year is comprised of 260 days.
2. Salary commensurate with adopted classified personnel salary schedule.
3. Sick leave, emergency leave, personal leave and off-days as stated in Board policy. Utilize excused sick leave in compliance with the provisions of KRS 161.155.

**EVALUATION:**

Performance of this position will be evaluated in accordance with Board Policy on Evaluation of Accounting Manager as Classified Personnel. The Finance Officer will conduct evaluation.

I have read and understand the terms set forth in this job description.

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Signature

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Date

**REORGANIZATION PLAN**  
**Financial Implications**

| <b>Cost/<br/>(Savings)</b> | <b><u>Category/Position</u><br/>Financial Implication</b>                   | <b>Justification/Explanation</b>   |
|----------------------------|---|--|
| \$10,700                   | <b><u>CHIEF OF STUDENT SUPPORTS</u></b><br>Add 12% to responsibility factor | Cost above Director of Operations<br>Based on Rank I/15 years; total of 17% resp. factor               |
| (\$6,700)                  | <b><u>MAINTENANCE SUPERVISOR</u></b><br>Reduce hourly rate by \$3.21/hr.    | Cost savings to change from Dir. Maint. & Facilities<br>Based on 20 years of experience                |
| (\$62,000)                 | <b><u>ADA IMPROVEMENT</u></b><br>Increase ADA by ½% minimum                 | COO will have time to focus on DPP responsibilities<br>Goal will be 2% increase but being conservative |
| \$60,000                   | <b><u>HILLVIEW POSITIONS</u></b><br>New position for Healing Room           | Addressing severe needs of students<br>Based on Rank II/10 years of experience                         |
| \$21,200                   | New position for transition   | Based on 10 years of experience (Fam./Youth Adv.)  |
| \$21,200                   | New position for in-school susp.  | Based on 10 years of experience (Fam./Youth Adv.)  |
| (\$10,000)                 | <b><u>IN-SCHOOL vs OOS SUSPENSION</u></b><br>Increase in ADA funds          | Providing alternative location for services<br>Average of 2.5 students in OOS suspension per day       |
| (\$60,000)                 | <b><u>GIFTED &amp; TALENTED POSITION</u></b><br>Eliminated position         | Eliminating 1 teaching position<br>Based on Rank II/10 years of experience                             |
| \$59,300                   | <b><u>ACCOUNTING MANAGER</u></b><br>New position                            | Finance demands higher with growing district<br>Based on 10 years of experience                        |
| (\$25,200)                 | <b><u>FINANCIAL ASSISTANT</u></b><br>80 days @ \$315/day                    | Cost savings from eliminating temporary assistance<br>Former Finance Officer daily rate                |
| <b><u>\$8,500</u></b>      | <b>NET COST</b>   |  |
| (\$313,000)                | <b><u>FEDERAL INDIRECT COST</u></b><br>One-time savings                     | Cost savings from taking indirect cost on grants   |

**SPENCER COUNTY PUBLIC SCHOOLS  
2022-23 CLASSIFIED SALARY SCALE**

DRAFT

**ACCOUNTING MANAGER  
(salaried position)**

| <u>STEP</u> | <u>ANNUAL SALARY</u> |
|-------------|----------------------|
| 0           | \$54,912.00          |
| 1           | \$55,120.00          |
| 2           | \$55,328.00          |
| 3           | \$55,536.00          |
| 4           | \$55,744.00          |
| 5           | \$57,096.00          |
| 6           | \$57,304.00          |
| 7           | \$57,512.00          |
| 8           | \$57,720.00          |
| 9           | \$57,928.00          |
| 10          | \$59,280.00          |
| 11          | \$59,488.00          |
| 12          | \$59,696.00          |
| 13          | \$59,904.00          |
| 14          | \$60,112.00          |
| 15          | \$61,464.00          |
| 16          | \$61,672.00          |
| 17          | \$61,880.00          |
| 18          | \$62,088.00          |
| 19          | \$62,296.00          |
| 20          | \$63,648.00          |
| 21          | \$63,856.00          |
| 22          | \$64,064.00          |
| 23          | \$64,272.00          |
| 24          | \$64,480.00          |
| 25          | \$64,688.00          |
| 26          | \$64,896.00          |
| 27          | \$65,104.00          |
| 28          | \$65,312.00          |
| 29          | \$65,520.00          |
| 30          | \$65,897.00          |