

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** VIII H **DATE:** May 15, 2023

**TOPIC/TITLE:** Personnel (Creations, Job Descriptions, Changes, etc.)

**PRESENTER:** Garet Wells/Administrator

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
- ☐ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☒ STATE OR FEDERAL LAW OR REGULATION
- ☐ BOARD OF EDUCATION POLICY
- ☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☒ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

**BACKGROUND INFORMATION:**


**SUMMARY OF MAJOR ELEMENTS:**

Attached personnel recommendations: 1 - Create student worker (maintenance/custodian); 2 - Create an 8 hour, 260 day System Analyst; 3 - Stipend: Elementary Lead Special Education Teacher; Create two (2) 7 hour, 180 day special education instructional assistants (Simmons/Southside); 3 - Additional extended days for Mental Health Specialists; 4 - Stipend for School Psychologists; 5 - Creation of four (4) Full-time LBD teachers (2 @ WCHS; 1 @ WCMS, 1 @ Huntertown); 6 - Stipend for Speech and Language Pathologists; 7 - Increase 3.5 hours/day WCHS EL Instructional Assistant to 7 hours/day; 8 - Increase Special Education Records Clerk to 260 days.; 9 - Multiple Changes as Discussed at May 3, 2023 Work Session (see attached list).

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:** ☒ Recommended ☐ Not Recommended



**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #** VII 14 **DATE:** May 3, 2023

**TOPIC/TITLE:** Creation of Position

**PRESENTER:** Gareth Wells GW

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)  
☒ ACTION REQUESTED AT THIS MEETING  
☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL  
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☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION  
☒ BOARD OF EDUCATION POLICY  
☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☒ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION  
☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:  
☐ ACTION:

**BACKGROUND INFORMATION:**

Board of Education action is required prior to creating a paid position.

**SUMMARY OF MAJOR ELEMENTS:**

Requesting the Board create a student worker position in the area of maintenance and custodian. In addition, requesting approval of related job description.

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:** N/A

**SUPERINTENDENT'S RECOMMENDATION:** ☒ Recommended ☐ Not Recommended

Darryl Adley

**LOCAL DISTRICT CLASSIFICATION PLAN**

**SUMMARY CLASS TITLE: STUDENT WORKER (Maintenance/Custodian)**

**BASIC FUNCTION:**

Perform general light maintenance and custodial services as assigned.

**REPRESENTATIVE DUTIES:**

- Clean up area assigned daily including sweeping, wiping, dusting and other general light cleaning tasks.
- Move, open, empty and dispose of boxes and cartons.
- Make inter-office deliveries and perform other messenger tasks as required.
- Use, maintain and store assigned tools and equipment properly.
- Perform clerical functions as required.
- Maintain standard safety practices.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Methods, equipment and materials used in general maintenance work.
- Cleaning materials, disinfectants and equipment used in custodial work.
- Proper methods of storing equipment, materials and supplies.
- Basic record-keeping techniques.

**ABILITY TO:**

- Operate equipment used in general maintenance and custodial work.
- Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.
- Use specialized cleaning equipment and supplies safely and efficiently.
- Move and arrange furniture and equipment for meetings and special events.
- Report safety hazards and need for maintenance and repair.
- Observe health and safety regulations.
- Understand and follow oral and written directions.
- Perform heavy physical labor.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a high school diploma or G.E.D. as required by Kentucky law.

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:**            **DATE:** May 4, 2023

**TOPIC/TITLE:** Creation of New Position and Job Description

**PRESENTER:** Josh Rayburn

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)  
☒ ACTION REQUESTED AT THIS MEETING  
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- ☐ STATE OR FEDERAL LAW OR REGULATION  
☐ BOARD OF EDUCATION POLICY  
☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION  
☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:  
☐ ACTION:

**BACKGROUND INFORMATION:**

Board of Education action is required prior to creating any new positions.

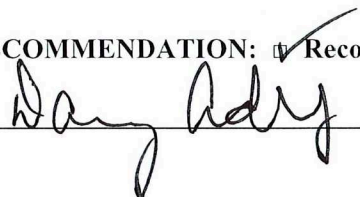
**SUMMARY OF MAJOR ELEMENTS:**

Requesting the Board to create a full-time, 8 hour, 260 day, Systems Analyst position to manage our online learning platforms/programs to support 1:1 learning including app management, technical support, and other technology needs.

**IMPACT ON RESOURCES:** Around \$60,000 depending on experience and other factors

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:** ☒ Recommended            ☐ Not Recommended

  
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## **WOODFORD COUNTY SCHOOLS JOB DESCRIPTION**

**JOB TITLE:** Systems Analyst

**IMMEDIATE SUPERVISOR:** Chief Information Officer/Director of Technology

### **QUALIFICATIONS:**

- High School Diploma, G.E.D. Certificate
- Pass health examination
- Have no immoral or criminal history
- Have ability to work with other staff members and with children
- Extensive computer skills
- Knowledge of system integrations (e.g., Clever, Infinite Campus)
- Knowledge of databases, spreadsheets, and how to extract data (i.e. queries, combining tables)
- Ability to lead and manage projects and meet deadlines

### **DUTIES:**

- Assists with management of online systems in areas of assignment, which includes providing technical assistance to project, District, and school staff
- Serve as Project Leader on major projects; evaluate project requirements and time lines; provide guidance and direction to assigned personnel and coordinate project phases.
- Develop detailed data flow charts of existing system, documenting the work process according to installation standards; assist with the development of system objectives and comprehensive plans to organize work methodology; establish controls to assure desired output in new and modified applications.
- Provide technical support, assistance and information to users; train users in system operations as necessary; coordinate communication and activities with users to review and analyze user problems and needs; provide work direction to assigned programmers.
- Compile information and data and prepare various reports related to computer systems and functions; document system software and hardware as necessary.
- Maintain a variety of records, accounts, logs and files related to systems; prepare and purge records as necessary.
- Perform other duties as assigned.
- Maintain regular attendance.

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:**   **DATE:** May 8, 2023

**TOPIC/TITLE:** Addition of stipend for Elementary Lead Special Education Teacher

**PRESENTER:** Tracey Francis *24*

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)  
☒ ACTION REQUESTED AT THIS MEETING  
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☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION  
☐ BOARD OF EDUCATION POLICY  
☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION  
☒ PREVIOUS REVIEW OR ACTION

- ☒ DATE: May 3, 2023  
☒ ACTION: Special Board Meeting

**BACKGROUND INFORMATION:**

There has been an increase in our student population under IDEA; therefore, our staffing requirements have increased and creates a need for in-building direct teacher support to ensure our district is adhering to federal law and requirements under IDEA.

**SUMMARY OF MAJOR ELEMENTS:**

Elementary Lead Special Education teacher (begin 2022-23 SY): This position is to support the special education department in adhering to laws and requirements under IDEA ; as well as, support the department in planning, implementation, and data review. Stipend set to amount \$1,500.

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:** ☒ Recommended                      ☐ Not Recommended

*Dan Ady*

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:**    **DATE:** May 8, 2023

**TOPIC/TITLE:** Creation of 2 Instructional Assistants (IA) 7 hour FTE positions

**PRESENTER:** Tracey Francis *28*

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)  
☒ ACTION REQUESTED AT THIS MEETING  
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☐ BOARD OF EDUCATION POLICY  
☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION  
☒ PREVIOUS REVIEW OR ACTION

- ☒ DATE: May 3, 2023  
☒ ACTION: Special Board Meeting

**BACKGROUND INFORMATION:**

Board of Education is required prior to creating/restructuring any new position. Based on an increase in student population under IDEA there is a specific need to support individual students access to all Special Education services and supports.

**SUMMARY OF MAJOR ELEMENTS:**

2 IA positions (to begin during the 2023-24 School Year) due to an increase in students that receive special education services that are categorically placed under IDEA and as determined by individual students' ARCs. (1- 7 hour FTE IA at Simmons Elementary to support the STAR program, 1- 7 hour FTE IA at Southside Elementary to support an individual student and other intense student needs as determined by ARC.

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:** ☒ Recommended            ☐ Not Recommended

*Dan Ady*



**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:**   **DATE:** May 8, 2023

**TOPIC/TITLE:** Addition of extended days to the Mental Health Specialist (MHS)

**PRESENTER:** Tracey Francis 

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
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- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☐ BOARD OF EDUCATION POLICY
- ☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☒ PREVIOUS REVIEW OR ACTION

- ☒ DATE: May 3, 2023
- ☒ ACTION: Special Board Meeting

**BACKGROUND INFORMATION:**

Board of Education is required to add additional extended days to the Mental Health Specialist (MHS) position. The MHS was created per board item for 2- 1.0 FTE for the 2022-2023 SY. These positions are district positions to support individual schools and individual students with mental health needs for therapy needs.

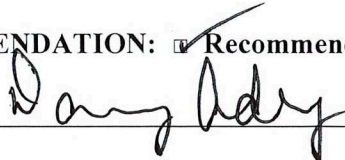
**SUMMARY OF MAJOR ELEMENTS:**

Mental Health Specialists (amended to prior board item for the 2022-23 SY to begin for the 2023-2024 SY). currently have 5 extended days and will require an additional 10, equaling 15 total to support starting the school year and closing out the school year: consultation with parents, outside agencies, residential facilities, and staff.

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:** ☒ Recommended                      ☐ Not Recommended





**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:**   **DATE:** May 8, 2023

**TOPIC/TITLE:** Addition of stipend for School Pyschologists

**PRESENTER:** Tracey Francis *24*

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)  
☒ ACTION REQUESTED AT THIS MEETING  
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☐ BOARD OF EDUCATION POLICY  
☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION  
☒ PREVIOUS REVIEW OR ACTION

- ☒ DATE: May 3, 2023  
☒ ACTION: Special Board Meeting

**BACKGROUND INFORMATION:**

Board of Education action is required for addition of stipend for School Psychologist.

**SUMMARY OF MAJOR ELEMENTS:**

School Psychologist (to begin the 2022-23 SY) will receive a \$5,000 stipend due to an increase in requirements under child find and an increase in students that receive services, requires consultation for student problem solving support per teams, assessment increases, and students that require mental health support.

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:** ☒ Recommended            ☐ Not Recommended

*Dany Ady*

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:**    **DATE:** May 8, 2023

**TOPIC/TITLE:** Creation of 4 Learning and Behavior Disorder (LBD) 1.0 FTE positions

**PRESENTER:** Tracey Francis 

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
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- ☐ BOARD OF EDUCATION POLICY
- ☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☒ PREVIOUS REVIEW OR ACTION

- ☒ DATE: May 3, 2023
- ☒ ACTION: Special Board Meeting

**BACKGROUND INFORMATION:**

Board of Education is required prior to creating/restructuring any new position. Based on an increase in student population under IDEA there is a need to support case management and student access to all Special Education services and supports.

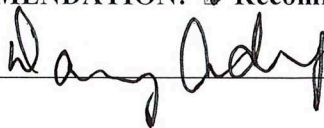
**SUMMARY OF MAJOR ELEMENTS:**

4 LBD positions (to begin during the 2023-24 School Year) due to an increase in students that receive special education services that are categorically placed under IDEA (2- 1.0 FTE LBD at WCHS, 1- 1.0 FTE LBD at WCMS and 1- 1.0 FTE LBD at Huntertown Elementary).

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:** ☒ Recommended            ☐ Not Recommended



**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:**   **DATE:** May 8, 2023

**TOPIC/TITLE:** Addition of stipend for Speech and Language Pathologists (SLP)

**PRESENTER:** Tracey Francis *24*

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
- ☐ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING:            (DATE)
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- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☐ BOARD OF EDUCATION POLICY
- ☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☒ PREVIOUS REVIEW OR ACTION

- ☒ DATE: May 3, 2023
- ☒ ACTION: Special Board Meeting

**BACKGROUND INFORMATION:**

Legislative statute per Senate bill 1 requires school districts to provide a stipend of \$2,000 to each Speech and Language Pathologist that has their Certificate of Clinical Competence (CCC) with reimbursement provided from KDE.

**SUMMARY OF MAJOR ELEMENTS:**

Speech and Language Pathologist will receive a stipend of \$2,000 per legislative statute in effect as of the 2022-23 SY

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**


**SUPERINTENDENT'S RECOMMENDATION:**   ☒ Recommended                      ☐ Not Recommended

*Dan Adley*

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:**           **DATE:** May 16, 2023

**TOPIC/TITLE:** English Learner Program Staffing

**PRESENTER:** Ryan Asher 

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
- ☐ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
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  - ☒ BOARD OF EDUCATION POLICY
  - ☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☒ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION
  - ☐ DATE:
  - ☐ ACTION:

**BACKGROUND INFORMATION:**

Per Board Policy - Board must establish all new positions.

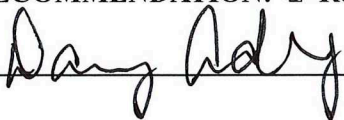
**SUMMARY OF MAJOR ELEMENTS:**

The board is requested to increase the .5 English Learner Instructional Assistant to 1.0 at WCHS. The EL student numbers are projected to increase by 14 students at WCHS next year to a total of 64. We feel this additional time for the IA position is necessary to better serve this student population.

**IMPACT ON RESOURCES:** Funding EL Instructional Assistant position to be paid from Title III.

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:** ☒ Recommended            ☐ Not Recommended



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**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:**            **DATE:** May 12, 2023

**TOPIC/TITLE:** Special Education Records Clerk

**PRESENTER:** Tracey Francis

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
- ☐ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING:            (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☐ BOARD OF EDUCATION POLICY
- ☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

**BACKGROUND INFORMATION:**

When the position was put into place there was not the number of students enrolled within the program under IDEA. Also, overtime KDE has increased requirements within the state system that houses students records (IC).

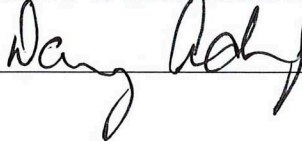
**SUMMARY OF MAJOR ELEMENTS:**

We will need to increase the Records Clerk position to a 260 day position due to an overall increase in sped student enrollments within our district and to support the addition requirements under ADA for 504 students. This ensures compliance under federal law and under OCR.

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:** ☒ Recommended            ☐ Not Recommended



**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:**            **DATE:** May 30, 2023

**TOPIC/TITLE:** Personnel Changes

**PRESENTER:** Shane Smith

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)  
☒ ACTION REQUESTED AT THIS MEETING  
☐ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL  
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☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION  
☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:  
☐ ACTION:

**BACKGROUND INFORMATION:**


Personnel changes for FY24 as discussed per the May 3, 2023 work session.

**SUMMARY OF MAJOR ELEMENTS:**

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:** ☒ Recommended            ☐ Not Recommended

  
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## **FY24 Personnel Changes**

- Computer Tech (8525)-increase from 210 days and 8 hrs to 260 days and 8 hrs
  - Bus Driver Trainer (7933)-increase from 184 days and 4 hrs to 260 days and 8 hrs
  - Bus Driver (7941)-increase 14 contracts from 4 hrs to 5 hrs
  - Bus Driver (7941)-increase 3 contracts from 4 hrs to 8 hrs
  - IC Clerks (7863)-increase from 189 days and 7 hrs to 189 days and 8 hrs
  - Split positions of School Bookkeeper (.5)Account Clerk I/Secretary (7165/7775) change to full Account Clerk I (7165)
  - School Bookkeeper 7165- increase days from 205 to 210 (except HS; already 260)
  - Split positions of (.5) Staff Support Secretary/Account Clerk I (7776/7165) and (.5) Account Clerk II change to full Account Clerk II (7164)
-