



Kenton County School District | *It's about ALL kids.*

Issue Paper

DATE:

5-26-23

AGENDA ITEM (ACTION ITEM):

Receive the 2024 KCS D Organization Chart

APPLICABLE BOARD POLICY:

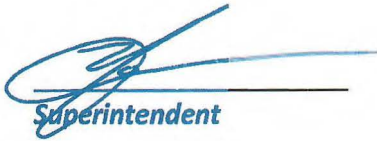
01.11 Powers and Duties of the Board

HISTORY/BACKGROUND:

Annually the superintendent presents the district organizational chart to the board of education. The 2024 organizational chart contains minor changes from the previous year.

RECOMMENDATION:

Receive the 2024 KCS D Organization Chart



Superintendent

Kenton County School District 2023-24

Kenton County Board of Education

Jesica Jehn, Chairperson;
Karen Collins, Vice-Chairperson;
Shannon Herold, Carl Wicklund, Erin McConnell
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 ^

Joanne Goodrich, Administrative Assistant

Mary Beth Huss
Assistant
Superintendent
Teaching &
Learning ^

Lesley Smith
Assistant
Superintendent,
Elementary ^

Shannon Gross
Assistant
Superintendent,
Middle ^

Tara Drysdale
Assistant
Superintendent,
High ^

Danielle Rice,
Director of
Special Education

Ellen Zimmer,
Director of Early
Childhood/Feder
al Programs

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

Amanda
Dempsey
Director of
Districtwide
Programs

Director of
Instructional
Technology

Elementary
Principals
Gifted Talented

Todd Dupin,
Director of
Pupil
Personnel*

Karen Hendrix,
Director of
Districtwide
Programs

Matt Moore,
Director of
Districtwide
Programs

Brandy Young,
Administrative
Asst/Receptionist

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

Middle School
Principals

High School
Principals
Crisis Team
Grants

Matt Rigg, Chief Operations Officer ^

Carrie Hooten, Operations Support Coordinator

Susan Bentle
Executive Director,
Finance ^

Executive Director,
Operations^

Malina Owens
Assistant
Superintendent,
Human Resources ^

Jim Hale,
Director of
Transportation

Elizabeth Hord,
Director of Student
Nutrition

Matthew Winkler
Director of Technology

Teal Nally,
Safety Coordinator

Jess Dykes, Director
of Public Information
and Community
Engagement

^ Denotes Cabinet
Position

* Hearing Officer





Matt Rigg
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

Back to Main

Cindy Dusing
HR Administrative Assistant

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

Nicole Smith
HR Coordinator
Elementary Schools / Substitutes

859-957-2611

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

Manage the District's electronic **substitute management system** and train school personnel on efficient use of the system

Conduct new hire orientations to onboard new and returning members of Team Kenton

Tara Bradford
HR Coordinator
Middle & High Schools / District
Special Education & Academic
Program Consultants

859-957-2646

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

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

Paula Hauck
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

[Back to Main](#)

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



[Back to Main](#)

Matt Rigg
Chief Operations Officer

Susan Bentle
Executive Director of Finance
859-957-2628

KCSD Finance Team

Erin Harlow
Accounting Supervisor
859-957-2626

MUNIS Administrator, MUNIS/PSST System Support,
Payroll Administrator, Payroll Position Control Admin,
Time & Attendance System Admin

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

Jenny Smith
Payroll/Benefits Supervisor
859-957-2639

Bi-Weekly Payroll Supervision, Benefits Open Enrollment/QE, Payroll Adjustments, KY
Retirement Systems Reporting, Quarterly & Annual Tax Reporting Sections 125, 403b,
457 401K Plans, W-2 & ACA 1095 Forms, Payroll Audits & Reporting,
AESOP File Processing, ESS Administrator

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

Cristy Richardson
Finance Bookkeeper

859-957-2685

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

Cheryl Winkle
**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



Executive Director Operations

KCSD Transportation Team

[Back to Main](#)

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 White
Area Coordinator
Twenhofel Lot

859-356-0253

Driver Testing
Beechgrove
Kenton
Piner
Simon Kenton
Simon Kenton Sports
St Cecelia
Twenhofel
White's Tower

Jennifer Paganetto
Area Coordinator
Summit View Lot

859-495-4880

Driver Training and Human Resources
Fort Wright
Ryland
Scott
Scott Sports
St Anthony
Summit View Academy
Taylor Mill
Woodland



Executive Director Operations

Elizabeth Hord

Director of Student Nutrition
859-957-2659

KCSD Student Nutrition Team

[Back to Main](#)

Amanda Meece
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



Matt Rigg
Chief Operations Officer

KCSD Support Operations Team

[Back to Main](#)

Executive Director Operations
859-957-2645

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 systems

Executive Director Operations

KCSD Technology Team

Back to Main

Matthew Winkler
Director of Technology
859-957-2612

**Gary Crawford, Nick Kremer, Chris Schultz, Rob Slone and Garett
Morris-Dean**
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



Executive Director Operations

KCSD Safety Team

[Back to Main](#)

Teal Nally

Safety Coordinator
859-957-2648

School Resource Officers

Navigate Prepared

School Level Safety Assessments

District Security Equipment and Technology



Shawna Harney
Chief Academic Officer

KCSD Special Education Team

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

Back to Main

Jennifer Bryngelson
Assistant Director of
Special Education

Nancy Hoffman
Special Education
Admin. Assistant

Tammy Pugh
Due Process/504
Coordinator

Allison Fangman
Special Education
Consultant

Tracy Adkins
Special Education
Consultant

Melinda Neltner
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

859-344-8888
x11391

Direct Consultation for Special Education
District Wide Special Education Professional Development
Special Education Data Analysis
EBD
VI

859-344-8888
x11398

Direct Consultation for Special Education
District Wide Special Education Professional Development
Special Education Data Analysis
KTP

859-344-8888
x12623

Direct Consultation for Special Education
District Wide Special Education Professional Development
Special Education Data Analysis
Behavior Dashboard
Assistive Technology
DHH



Shawna Harney
Chief Academic Officer

Mary Beth Huss
Assistant Superintendent

Director of Instructional Technology
859-957-2607

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

KCSD Academic Program Consultants

Back to Main

Tiffany Collier

859-957-2606

Core Expectations for
Quality
Instruction Review,
Development, and
Implementation

Data Analysis for
Adapting Instruction and
Improving Achievement
for ALL Students

Shannon Pugh

**859-344-8888
x11394**

Core Expectations for
Quality Instruction,
Review, Development,
and Implementation

Data Analysis for
Adapting Instruction and
Improving Achievement
for ALL Students

Superintendent Advisory
Council

Laura Cole

859-957-2680

Core Expectations for
Quality
Instruction Review,
Development, and
Implementation

Data Analysis for
Adapting Instruction
and Improving
Achievement for ALL
Students

Math 180 Data and
Instruction Facilitation

Sarah Glass

859-957-2625

Core Expectations for
Quality Instruction,
Review, Development,
and Implementation

Data Analysis for
Adapting Instruction
and Improving
Achievement for ALL
Students

Kristie Cahill

859-957-2622

Core Expectations for
Quality Instruction
Review, Development,
and Implementation

Data Analysis for
Adapting Instruction and
Improving Achievement
for ALL Students

Missy Hicks

859-957-2682

Core Expectations for
Quality Instruction
Review, Development,
and Implementation

Data Analysis for
Adapting Instruction
and Improving
Achievement for ALL
Students

MTSS

Read 180/Sys 44 Data
and Instruction
Facilitation

Aaron Sams

859-957-2649

Core Expectations for
Quality Instruction
Review, Development,
and Implementation

Data Analysis for
Adapting Instruction
and Improving
Achievement for ALL
Students

Superintendent
Advisory Council



Shawna Harney
Chief Academic Officer

Mary Beth Huss
Assistant Superintendent

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, Ignite, Work-Based Learning

Jackie Zwick
Virtual Learning Supervisor

859-960-0130

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

Coordinates transition between school and Virtual Learning Program 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 Program

KCSD Districtwide Programs

Back to Main



Shawna Harney
Chief Academic Officer

Mary Beth Huss
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

KCSD Early Childhood Team

Shawna Harney
Chief Academic Officer

Lesley Smith
Assistant Superintendent

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

Title I - Public/Non Public, Preschool, First Steps, Early Entrance,
Kindergarten Readiness and Brigrance, Before and After School
Programs, Federal Programming, Declaration of Participation, Title II
- Public/Non-Public

Back to Main

Laurie Peace
Academic Program Consultant, Public/Non
Public Education

859-957-2684

First Steps transition into preschool with families and schools

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

Early Childhood Professional Development

Direct consultation for preschool and special education

MTSS Monitoring

Shelley 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

Early Childhood Professional Development

Direct consultation for preschool and special education

KCNET

MTSS Monitoring

Becky Koch
Administrative Assistant, Early Childhood

859-957-2665

First Steps Enrollment

Parent Communication of programming

Student record management, AEPS COS Management

Screening scheduling for Child Find

Preschool eligibility management

Shawna Harney
Chief Academic Officer

KCSD Student Services

Shannon Gross
Assistant Superintendent

Paula Rust

859-957-2640

Director of Health Services/Healthy At Work Officer
School-Based Health Centers, Medication Training, Immunization Compliance, Medicaid,
Direct Supervisor of School Nurses and non-licensed health technicians

Karla Allison
District Nurse

859-957-2669

Monitor health reports

Support school health officers

Back to Main



Shawna Harney
Chief Academic Officer

Shannon Gross
Assistant Superintendent

KCSD Student Services

[Back to Main](#)

Todd Dupin

Director of Pupil Personnel | 859-957-2679

Administrative Hearing Officer, FRAM Coordinator, School Secretaries, Infinite Campus attendance, School Calendar, Code of Conduct

Marsha Swegman
Administrative Assistant

859-957-2657

Infinite Campus data entry

Assignment of user rights

Parent/Student portal

Open Enrollment/Tuition

Basic Diploma

Home School

Jennifer Pracht, Jennifer Fischer and Heather Arnold, RBTL Interventionists

Jennifer Pracht
859-750-1233

Jennifer Fischer
859-552-3286

Heather Arnold
859-322-6108

Deliver attendance interventions and actions directed by RBTL team

Support students and families identified as homeless

Support students and families to improve attendance

Kelly Blevins
Court Liaison/
Homeless Coordinator

859-341-6486

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 Teacher

859-957-2689

Home Hospital Teacher

Teen Parents

Angela Weiss
Student Information System Specialist

859-957-2641

Infinite Campus support for schools

Ongoing collection and reporting of data

SAAR Report

LEAD Report

Training of district and school personnel

Matt Wilhoite
Student Engagement Coordinator

859-957-2627

Title IX Coordinator

Athletic Directors

School Dude scheduling

Districtwide Activities/Data Collection and Analysis

Community Education

District Aquatics Center

Facilities contract and usage

Britney Wisher McKinney Vento
Social Worker

859-341-6486

Homeless program consultation, support and training

Direct support for homeless students and families

Collaborate with RBTL Interventionists

Shawna Harney
Chief Academic Officer

Tara Drysdale
Assistant Superintendent

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

KCSD Reducing Barriers To Learning Team

Back to Main

TBD
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.

TBD
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 liaison

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

KCSD Districtwide Programs

Alyssa Morgan
NKCES YSA Coordinator

859-572-5713

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