

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** VIII E **DATE:** October 16, 2023

**TOPIC/TITLE:** Creation of Positions

**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:**

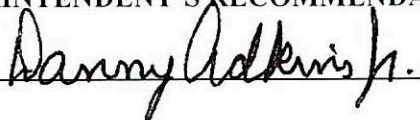
**SUMMARY OF MAJOR ELEMENTS:**

Attached personnel recommendations: 1 - .5 District-Wide Mental Health Specialist; 2 - 7 hour/day 180 day Special Education Instructional Assistant; 3 - 7 hour/day 180 day Special Education Instructional Assistant (for student with visual impairment); 4 - 8 hour/day 260 Day Accounting Supervisor.

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

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

  
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**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** VIII E **DATE:** October 10, 2023

**TOPIC/TITLE:** Creation of Additional .5 FTE District Wide Mental Health Specialist

**PRESENTER:** Tracey Francis *Def*

**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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  - 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:**

Approve creation of position; 1 District Wide Mental Health Specialist - .5 FTE - 3 year position that will be funded by the Stronger Connections Grant. Pay range starting at Base Rank III at \$41,822.00-\$60,619.00 depending on years of experience.

**IMPACT ON RESOURCES:**

**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:** October 10, 2023

**TOPIC/TITLE:** Creation of 1 Instructional Assistant (IA) 7 hour FTE position

**PRESENTER:** Tracey Francis

*Ref*

**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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  - 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 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:**

1 IA position (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 the elementary level to support an individual student and other intense student needs as determined by ARC. Pay range starting at \$15.14-\$22.85/hour to depending on years of experience.

**IMPACT ON RESOURCES:**

**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:** October 10, 2023

**TOPIC/TITLE:** Creation of 1 Instructional Assistant (IA) 7 hour FTE position

**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
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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:**

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:**

1 IA position (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 for a student with a visual impairment to support an individual student and other intense student needs as determined by ARC. Pay range starting at \$15.14-\$22.85/hour to depending on years of experience.

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

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

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**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** Vllj E **DATE:** October 23, 2023

**TOPIC/TITLE:** Finance Position

**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
- 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:**

An additional finance position is being requested to be able to implement cross-training across all accounting functions. Without an additional position, we have no capacity to do any meaningful cross training. The additional position will also allow for additional layers of oversight and more effective internal controls to be implemented such as further segregation of duties, as well as to help provide additional and needed training & support to the school bookkeepers.

**IMPACT ON RESOURCES:** Salary would be \$43,692 - \$62,917 depending on years of experience. Paid from the same grade as payroll supervisor from salary schedule.

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

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

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**WOODFORD COUNTY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE: ACCOUNTING SUPERVISOR**

**SUPERVISOR: CHIEF OPERATING OFFICER**

**SUMMARY CLASS TITLE: ACCOUNTING SUPERVISOR**

**SUMMARY CLASS CODE: 7162**

**CONTRACT: 8 Hrs/260 Days**

**BASIC FUNCTION:**

Plan, organize, supervise and participate in financial and statistical record-keeping activities for an assigned accounting functional area; train, supervise and evaluate assigned personnel.

**REPRESENTATIVE DUTIES:**

- Train, supervise and evaluate the performance of assigned accounting clerical personnel; monitor and adjust workflow and assignments to meet established time lines; supervise general accounting or payroll functions.
- Assure that financial income and expenditure transactions and records are in compliance with federal, State and County rules, regulations and requirements and that District policies and procedures are met; assure compliance with audit requirements.
- Coordinate communication with various District departments and personnel to answer questions, obtain information and resolve issues; provide information concerning related accounting functions.
- Review the preparation of regular financial statements assuring financial controls and practices in accordance with Generally Accepted Accounting Principles; prepare complex financial and statistical reports, budgets and summaries related to budgeting and accounting operations and activities.
- Review financial reports to assure accuracy and completeness; make corrections and adjustments as necessary.
- Assist and review monthly bank reconciliation.
- Review and approve all purchase requisitions; be responsible for compliance with model procurement code.
- Assure time lines are met; maintain proper controls and records for receipt of funds and supplies and for disbursement and reallocation of funds; assure accuracy and timely preparation of reports and records.
- Communicate with vendors and employees to arrange payment or resolve discrepancies as necessary; assist assigned personnel with difficult, complex and unusual issues.
- Be responsible for quarterly and annual Medicaid/SBAC reporting as it relates to financial data.
- Oversee fixed assets of the district and ensure proper recording in MUNIS.

- Recommend improved procedures and policies; provide information as necessary in support of budget preparation; assist supervisor in the preparation of financial statements and State and federal records and reports.
- Perform internal audits; check and review a variety of records, accounts and reports for accuracy, conformance and timeliness; assist with calculations; inspect for proper encumbrances, allocation of categorical funds and processing and payment of invoices and other accounts payable.
- Complete all Memorandum of Agreement calculations for the district.
- Assist with continuous improvement of finance department processes.
- Attend a variety of accounting-related meetings and trainings.
- Perform other duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Accounting, budgeting and auditing principles, practices and procedures.
- Financial and statistical record-keeping techniques.
- Preparation of comprehensive accounting reports.
- Modern office practices, procedures and equipment.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer terminal.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

### **ABILITY TO:**

- Plan, organize, supervise and participate in financial and statistical record-keeping activities.
- Train, supervise and evaluate assigned personnel.
- Maintain and audit fiscal records and accounts in a school district.
- Perform difficult and complex accounting work in the preparation, maintenance and review of District financial records, accounts and reports.
- Assure compliance with applicable District policies, procedures and governmental regulations.
- Apply applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Balance accounts and reconcile bank statements.
- Interpret, apply and explain rules, regulations, policies, procedures and governmental regulations.
- Operate a variety of office equipment such a computer terminal, calculator, copier, and scanner.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.

- Work independently with little direction.
- Plan and organize work.
- Coordinate and monitor clerical accounting assignments and activities.

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree Required. Preferred Degrees are Accounting or Business Administration. Certified Public Accountant preferred. Operate standard office equipment, knowledge of accounting, bank reconciliations, and financial analysis.